UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

January 7 1964

MEMORANDUM NO. 1549

Public Advisory Committee on Soil and Water Conservation

This committee was originally established by Secretary's Memorandum No. 1390 of October 18, 1955, to furnish advice and recommendations to the Department on soil and water conservation problems. As then authorized and constituted provision was made for eighteen members, one-third of whom would be replaced annually and serve three year terms.

To conform the committee to current USDA regulations it is hereby re-established with authorized membership of eighteen persons who shall be appointed by the Secretary for two-year terms in accordance with 1 AR 459. At the end of each two-year period the committee shall be reconstituted with appropriate rotation of membership.

Secretary's Memorandum No. 1390 is hereby superseded.

Joe Robertson

Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES Soil & Water Conservation, Public Advisory

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

January 7 1964

To: Orville L. Freeman, Secretary

From: John A. Baker, Assistant Secretary

Subject: Public Advisory Committee on Soil and Water Conservation

Your approval of attached proposed Secretary's Memorandum is recommended.

Assistant Secretary Robertson on June 28, 1962, authorized continuation of the USDA Soil and Water Conservation Advisory Committee. The Office of Budget and Finance advised that this action conformed to requirements of the Department's Administrative Regulation (1 AR 459) and extended the committee for such period of time as may be required but not beyond June 30, 1964.

Under the Department's Administrative Regulations as required by Executive Order 11007, procedures are prescribed for committee appointments, clearance requirements, agenda formulation, etc. which are difficult to work out in advance of an early fall meeting in the year when the committee comes up for two-year extension from June 28.

Since authority for the Public Advisory Committee on Soil and Water Conservation is based on Secretary's Memorandum No. 1390 of October 18, 1955, (copy attached) we propose that authority be rescinded and the committee be re-established with the membership so constituted as to conform to current USDA regulations.

Attachments-2

Growth Through Agricultural Progress

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 241964

MEMORANDUM NO. 1550

Coordination of Science Information Activities

Communication -- between scientist and scientist, scientist and technician, technician and public -- is a vital part of research and development.

The proliferation of science information has succeeded in disrupting the flow of communication. To facilitate the resolution of common problems in science and technology and to promote a greater measure of coordination, the Federal Council for Science and Technology was established to consider policies and activities of the Federal Government in these fields. Membership is composed of representatives from Government agencies involved in research and development. I have appointed Dr. Nyle C. Brady, Director of Science and Education, the Department of Agriculture's representative on this Council.

The Federal Council established the Committee on Scientific Information. I have designated Foster E. Mohrhardt, Director of the National Agricultural Library, as the Department representative on this Committee. Coordination of the agricultural science information activities for the Department has been delegated to him.

To assist in this essential operation, each Agency Head is requested to submit to Mr. Mohrhardt by February 14, the name of a staff member designated to act as agency coordinator for scientific information activities. It is suggested, if you are represented on the Agricultural Research Council, that either your representative or his alternate be selected as your designee.

Orville L. Freeman

Orville L. Freeman
SECRETARY

COMMITTEES—Scientific Information

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

MEMORANDUM NO.

Coordination of Science Information Activities

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The proliferation of science information has succeeded in disrupting the flow of communication. To facilitate the resolution of common problems in science and technology and to promote a greater measure of coordination, the Federal Council for Science and Technology was established to consider policies and activities of the Federal Government in these fields. Membership is composed of representatives from Government agencies involved in research and development. I have appointed Dr. Kyle C. Brady, Director of Science and Education, the Department of Agriculture's representative on this Council.

The Federal Council established the Committee on Scientific Information. I have designated Foster E. Mohrhardt, Director of the National Agricultural Library, as the Department representative on this Committee. Coordination of the agricultural science information activities for the Department has been delegated to him.

To assist in this essential operation, each Agency Head is requested to submit to Dr. Mohrhardt by February 14, the name of a staff member designated to act as agency coordinator for scientific information activities. It is suggested, if you are represented on the Agricultural Research Council, that either your representative or his alternate be selected as your designee.

Orville L. Freeman
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
January 28 1964

SECRETARY'S MEMORANDUM NO. 1551

Intergovernmental Relations Liaison Assignment

1. Numerous Areas of Federal-State Relationships. Many of the Department's national programs involve cooperation on the part of State agencies. The legal authority exercised, and working arrangements established, are often influenced by variations in applicable State legislation. The differences between States encountered in administering national programs may sometimes influence the effectiveness of operations. To the extent practicable, we should encourage in the States uniform laws and administrative standards conducive to improved Federal-State relations and interstate cooperation incident to USDA programs.

2. Council of State Governments. The Council of State Governments is an organization established in 1933 and supported by the States. It undertakes to promote interstate cooperation and to improve Federal-State relations, among other services rendered to State governments. The Council has had extensive experience in development of uniform laws and model legislation which tend to strengthen State government and better define Federal-State responsibilities in areas of mutual and joint interest.

   The Department has from time to time submitted suggested State legislation, through the Bureau of the Budget, to the Council of State Governments. This channel of communication shall be used for formal clearance of USDA proposals.

3. Advisory Commission on Intergovernmental Relations. The Advisory Commission on Intergovernmental Relations was established in 1959 (5 U.S.C. 2371) with representation from Federal, State, and local governments. It is authorized to give continuing attention to intergovernmental problems. Resources of the Commission afford a means for strengthening USDA efforts in this area.

4. Liaison Assignment. For coordination of USDA relationships with the Council of State Governments and the Commission on Intergovernmental Relations, Mr. Byron G. Allen, Assistant to the Secretary, is assigned responsibility for continuing liaison with both organizations. With the objective of providing for effective administration and accomplishment of program objectives, this liaison assignment will involve:

(a) Study of problem areas and development of proposed solutions;

(b) Consideration of uniform laws and model acts which can be recommended for adoption by State legislatures;

(c) Facilitating interstate cooperation, incident to USDA programs, as may be feasible;

(d) Review of Federal laws and policies to resolve issues that impair effective State cooperation; and

(e) Collaboration with the Commission on Intergovernmental Relations and the Council of State Governments in concerted action toward common objectives.

To assist Mr. Allen in carrying out these responsibilities, agencies of the Department will at his request designate appropriate officials with whom he may consult on matters of intergovernmental relations. It is anticipated that in reviewing USDA-State relationships the Department can develop recommendations for consideration by the Council of State Governments and the Commission on Intergovernmental Relations, including legislative proposals to be submitted to the Bureau of the Budget for transmittal to the Council of State Governments.

Orville L. Freeman

Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

February 26 1964

SECRETARY'S MEMORANDUM NO. 1552

Program for Equal Employment and Advancement Opportunities for Women

In a memorandum dated January 27, 1964, the President requested that all Federal agencies give more attention to improving the employment, training and advancement opportunities of women in the Federal service. A program for attacking the problem and reporting on results was issued by the Interdepartmental Committee on the Status of Women.

Personnel policy and regulations of this Department are in accord with the principles and objectives of the national policy of nondiscrimination on the basis of sex. However, I am asking heads of agencies to assume full responsibility for an aggressive approach providing for active recognition and application of nondiscrimination on the basis of sex in effecting appointments, advancements or training of employees.

To this end, I have instructed the Director of Personnel to develop and implement a program of positive action which shall include among other things:

1. Procedures emphasizing the need for affirmative action in the full consideration of individuals for appointment, advancement and training without regard to sex;

2. Informing employees of the Department's policy and practices to effect full equality of opportunity without regard to sex; and

3. Reporting requirements necessary to measure progress and achievements resulting from positive application of the policy and the program.

Orville L. Freeman
SECRETARY

PERSONNEL 9

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 10 1964

MEMORANDUM NO. 1553

Cooperative Forestry Research Advisory Committee

The legislation authorizing the Department to assist the several States in carrying on a program of forestry research (P.L. 87-788), provides in part:

> "The Secretary is further authorized and directed to appoint an advisory committee which shall be constituted to give equal representation to Federal-State agencies concerned with developing and utilizing the Nation's forest resources and to the forest industries. The Secretary and the national advisory board shall seek at least once each year the counsel and advice of the advisory committee to accomplish effectively the purposes of this Act."

In accordance with this provision the Cooperative Forestry Research Advisory Committee is hereby established. The Committee will provide valuable guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of this newly established cooperative forestry research program.

The Committee will be composed of seven State-Federal and seven industry employees. Committee members will be appointed for two-year terms. The reports of the Senate Committee on Agriculture and Forestry and the House Committee on Agriculture on the legislation which resulted in P.L. 87-788 stated that committee members should bear the costs of travel and other expenses associated with attendance at committee meetings. For this reason it is not proposed to provide for reimbursement of travel and offical (official) expenses of committee members in the fiscal year 1964.

Dr. Nyle C. Brady, Director of Science and Education, will be the Chairman of the Committee, and Dr. T. C. Byerly, Administrator of the Cooperative State Research Service, will be the Vice Chairman. Dr. Frank H. Kaufert, Assistant Administrator, Cooperative Forestry Research, of the Cooperative State Research Service will be the Executive Secretary. The above officers have voice but no vote.

Members of the Committee will be:

State-Federal	Industry
J. A. Beale, State Forester, Madison, Wis.	W. M. Beaty, California
G. F. Dow, Director, Agricultural Experiment Station, Orono, Maine	T. A. DeWeese, Mississippi
V. L. Harper, Deputy Chief for Forest Research, U.S. Forest Service, Washington, D. C.	P. M. Dunn, New York
	D. E. Hess, Pennsylvania
	C. W. Richen, Oregon

COMMITTEES (Cooperative Forestry Research, Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 10 1964

MEMORANDUM NO. 1855

Cooperative Forestry Research Advisory Committee

The legislation authorizing the Department to assist the several States in carrying on a program of forestry research (P.L. 87-788), provides in part:

"The Secretary is further authorized and directed to appoint an advisory committee which shall be constituted to give equal representation to Federal-State agencies concerned with developing and utilizing the Nation's forest resources and to the forest industries. The Secretary and the national advisory board shall meet at least once each year the counsel and advice of the advisory committee to accomplish effectively the purposes of this Act."

In accordance with this provision the Cooperative Forestry Research Advisory Committee is hereby established. The Committee will provide valuable guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of this newly established cooperative forestry research program.

The Committee will be composed of seven State-Federal and seven industry employees. Committee members will be appointed for two-year terms. The reports of the Senate Committee on Agriculture and Forestry and the House Committee on Agriculture on the legislation which resulted in P.L. 87-788 stated that committee members should bear the costs of travel and other expenses associated with attendance at committee meetings. For this reason it is not proposed to provide for reimbursement of travel and official expenses of committee members in the fiscal year 1964.

Dr. Wylie C. Brady, Director of Science and Education, will be the Chairman of the Committee, and Dr. T. C. Byerly, Administrator of the Cooperative State Research Service, will be the Vice Chairman. Dr. Frank H. Baulert, Assistant Administrator, Cooperative Forestry Research, of the Cooperative State Research Service will be the Executive Secretary. The above officers have voice but no vote.

Members of the Committee will be:

State-Federal

J. A. Beale, State Forester, Madison, Wis.
G. F. Dow, Director, Agricultural Experiment Station, Orono, Maine
V. L. Harper, Deputy Chief for Forest Research, U.S. Forest Service, Washington, D. C.

Industry

W. M. Beaty, California
T. A. DeWeese, Mississippi
E. M. Dunn, New York
D. S. Rose, Pennsylvania
C. W. Nichon, Oregon

State-Federal(Contd.)

H. E. Ruark, Director, Georgia Forestry Research Council, Macon, Georgia
J. F. Shanklin, Assistant Director, Bureau of Outdoor Recreation, U.S.D.I., Washington, D.C.
H. E. Woodward, Director, Colorado Department of Game, Fish and Parks, Denver, Colorado
E. V. Zumwalt, Assistant Director for Range and Forest Management, Bureau of Land Management, U.S.D.I., Washington, D. C.

Industry

J. B. Veach, North Carolina
C. E. Westell, Michigan

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 8 1970

SECRETARY'S MEMORANDUM NO. 1553, Revised

Cooperative Forestry Research Advisory Committee

The legislation authorizing the Department to assist the several States in carrying on a program of forestry research (P.L. 87-788), provides in part:

> "The Secretary is further authorized and directed to appoint an advisory committee which shall be constituted to give equal representation to Federal-State agencies concerned with developing and utilizing the Nation's forest resources and to the forest industries. The Secretary and the national advisory board shall seek at least once each year the counsel and advice of the advisory committee to accomplish effectively the purposes of this Act."

In accordance with this provision the Cooperative Forestry Research Advisory Committee is hereby reestablished. The Committee will provide valuable guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of this recently established cooperative forestry research program. Reestablishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The Committee will be composed of seven State or Federal employees and seven industry employees. Committee members are appointed for two-year terms. Funds are available for reimbursement of travel and per diem expenses of committee members in accordance with applicable regulations of the Department.

The Director of Science and Education will be Chairman of the Committee, and the Administrator of the Cooperative State Research Service will be the Vice Chairman. The Assistant Administrator, Cooperative Forestry Research, of the Cooperative State Research Service will serve as Executive Secretary. The Committee will meet at the call of the Chairman.

Secretary's Memorandum No. 1553 of April 10, 1964 is hereby superseded.

Clifford M. Hardin

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COMMITTEES (Cooperative Forestry Research Adv)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 8, 1973.

SECRETARY'S MEMORANDUM NO. 1553, REVISED

Cooperative Forestry Research Advisory Committee

The legislation authorizing the Department to assist the several States in carrying on a program of forestry research (P. L. 87-788), provides in part:

> "The Secretary is further authorized and directed to appoint an advisory committee which shall be constituted to give equal representation to Federal-State agencies concerned with developing and utilizing the Nation's forest resources and to the forest industries. The Secretary and the national advisory board shall seek at least once each year the counsel and advice of the advisory committee to accomplish effectively the purposes of this Act."

The duties of the Advisory Committee include; (a) an annual review of university-performed forestry research, (b) an analysis of current national and regional forest resource problems, (c) a review of forestry research needs and programs in the Departments of Agriculture and Interior, and (d) the synthesis of recommendations to the Secretary of Agriculture and to the Advisory Board concerning the progress and administration of the Act.

The Cooperative Forestry Research Advisory Committee is hereby reestablished. The Committee, through recommendations to the Secretary of Agriculture, will provide guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of the cooperative forestry research program. Reestablishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

COMMITTEES (Cooperative Forestry Research Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 8, 1978.

SECRETARY'S MEMORANDUM NO. 1553, REVISED

Cooperative Forestry Research Advisory Committee

The legislation authorizing the Department to assist the several States in carrying on a program of forestry research (P. L. 87-788), provides in part:

"The Secretary is further authorized and directed to appoint an advisory committee which shall be constituted to give equal representation to Federal-State agencies concerned with developing and utilizing the Nation's forest resources and to the forest industries. The Secretary and the national advisory board shall seek at least once each year the counsel and advice of the advisory committee to accomplish effectively the purposes of this Act."

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The Cooperative Forestry Research Advisory Committee is hereby reestablished. The Committee, through recommendations to the Secretary of Agriculture, will provide guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of the cooperative forestry research program. Reestablishment of this Committee is, in the public interest in connection with the performance of the duties and responsibilities of the Department.

COMMITTEE

The Director of Science and Education will be Chairman of the Committee, and the Administrator of the Cooperative State Research Service will be the Vice Chairman. The Assistant Administrator, Forestry Research, of the Cooperative State Research Service will serve as Executive Secretary. The Committee will meet at the call of the Chairman.

The period of time necessary for the Committee to carry out its purposes each year includes time devoted to an annual meeting and time required to study materials that are periodically mailed to Committee members by Department personnel. The annual meeting in conjunction with the Cooperative Forestry Research Advisory Board occurs in late spring each year on the campus of a participating institution. The meetings cover three days. The functions of this Committee could not reasonably be completed in less than two years.

The estimated total annual cost of the Committee is $7,500. This includes an estimated $3,000 for travel and per diem expenses for Committee members and $4,500 for staff costs in preparation for and attendance at the meetings. The estimated man-years for Department personnel is 0.1. The Cooperative State Research Service is responsible for providing necessary support for the Advisory Committee.

Secretary's Memorandum No. 1553 of May 8, 1970 is hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

The Director of Science and Education will be Chairman of the Committee, and the Administrator of the Cooperative State Research Service will be the Vice Chairman. The Assistant Administrator, Forestry Research, of the Cooperative State Research Service will serve as Executive Secretary. The Committee will meet at the call of the Chairman.

The period of time necessary for the Committee to carry out its purposes each year includes time devoted to an annual meeting and time required to study materials that are periodically mailed to Committee members by Department personnel. The annual meeting in conjunction with the Cooperative Forestry Research Advisory Board occurs in late spring each year on the campus of a participating institution. The meetings cover three days. The functions of this Committee could not reasonably be completed in less than two years.

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Secretary's Memorandum No. 1553 of May 9, 1970 is hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 21, 1975

SECRETARY'S MEMORANDUM NO. 1553, REVISED

Cooperative Forestry Research Advisory Committee

The Cooperative Forestry Research Advisory Committee is hereby established as a Department Committee in conformance to provisions of Public Law 92-463. Establishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The duties of the Committee include: (a) an annual review of university-performed forestry research, (b) an analysis of current National and regional forest resource problems, (c) a review of forestry research needs and programs, and (d) the synthesis of recommendations to the Secretary of Agriculture and to the Cooperative Forestry Research Advisory Board concerning the progress and administration of forestry research.

The Committee, through recommendations to the Secretary of Agriculture, will provide guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of the cooperative forestry research program.

The Assistant Secretary for Conservation, Research, and Education will be Chairman of the Committee, and the Administrator of the Cooperative State Research Service will be the Vice Chairman. The Deputy Administrator, Natural Resources and Special Programs, of the Cooperative State Research Service will serve as Executive Secretary. The Committee is expected to meet annually on the campus of a participating institution.

The functions of this Committee could not reasonably be completed in less than two years. The Committee will terminate two years from the date of this Memorandum.

COMMITTEES (Cooperative Forestry Research Advisory

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 21, 1975

SECRETARY'S MEMORANDUM NO. 1553, REVISED

Cooperative Forestry Research Advisory Committee

The Cooperative Forestry Research Advisory Committee is hereby established as a Department Committee in conformance to provisions of Public Law 92-463. Establishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The duties of the Committee include: (a) an annual review of university-performed forestry research, (b) an analysis of current National and regional forest resource problems, (c) a review of forestry research needs and programs, and (d) the synthesis of recommendations to the Secretary of Agriculture and to the Cooperative Forestry Research Advisory Board concerning the progress and administration of forestry research.

The Committee, through recommendations to the Secretary of Agriculture, will provide guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of the cooperative forestry research program.

The Assistant Secretary for Conservation, Research, and Education will be Chairman of the Committee, and the Administrator of the Cooperative State Research Service will be the Vice Chairman. The Deputy Administrator, Natural Resources and Special Programs, of the Cooperative State Research Service will serve as Executive Secretary. The Committee is expected to meet annually on the campus of a participating institution.

The functions of this Committee could not reasonably be completed in less than two years. The Committee will terminate two years from the date of this Memorandum.

The estimated total annual cost of the Committee is $7,500. This includes an estimated $3,000 for travel and per diem expenses for Committee members and $4,500 for staff costs in preparation for and attendance at the meetings. The estimated man-years for Department personnel is 0.1. The Cooperative State Research Service is responsible for providing necessary support for the Committee.

This Memorandum also serves as a charter for the Committee.

Secretary's Memorandum No. 1553, Revised, of January 8, 1973, is hereby superseded.

Earl L Butz

Earl L. Butz
Secretary

The estimated total annual cost of the Committee is $7,500. This includes an estimated $3,000 for travel and per diem expenses for Committee members and $4,500 for staff costs in preparation for and attendance at the meetings. The estimated man-years for Department personnel is 0.3. The Cooperative State Research Service is responsible for providing necessary support for the Committee.

This Memorandum also serves as a charter for the Committee.

Secretary's Memorandum No. 1553 of January 8, 1973, is hereby superseded.

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 23, 1977

SECRETARY'S MEMORANDUM NO. 1553, REVISED

Cooperative Forestry Research Advisory Committee

The Cooperative Forestry Research Advisory Committee is hereby reestablished in conformance with the provisions of Public Law 92-463. Establishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The duties of the Committee include: (a) An annual review of university-performed research; (b) an analysis of current national and regional forest resource problems; (c) a review of forestry research needs in relation to current programs and joint research planning by the Forest Service, Cooperative State Research Service, and the Association of State College and University Forestry Research Organizations; and (d) the preparation of an annual report to include 1) evaluation of achievements within the cooperative research program; 2) analysis of program impacts on forest resources management and utilization; 3) recommendations concerning the progress and administration of forestry research.

The Committee, through recommendations to the Secretary of Agriculture, will provide guidance to the Cooperative State Research Service and Cooperative Forestry Research Advisory Board in the development of the cooperative forestry research program.

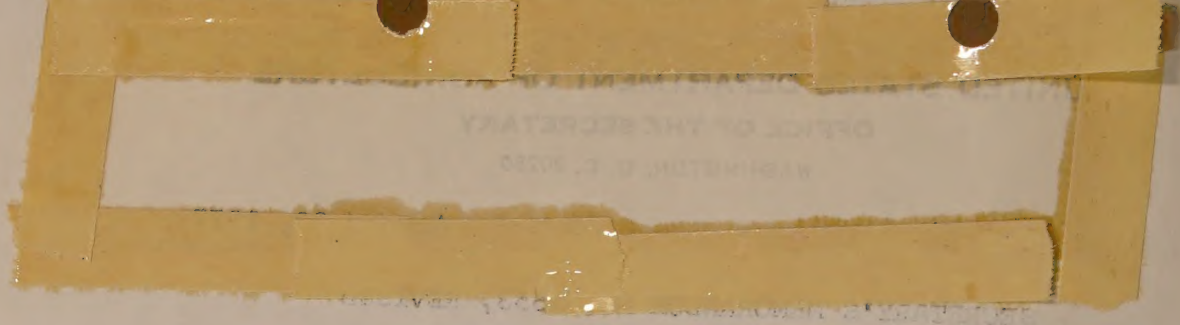
The Assistant Secretary for Conservation, Research, and Education will be Chairman of the Committee, and the Administrator of the Cooperative State Research Service will be the Vice Chairman. The Deputy Administrator, Natural Resources and Special Programs, of the Cooperative State Research Service will serve as Executive Secretary. The Committee is required to meet annually, preferably on the campus of a participating institution.

The functions of this Committee could not reasonably be completed in less than two years. The Committee will terminate two years from the date of this Memorandum.

The estimated total annual cost of the Committee is $13,000. This includes an estimated $7,000 for travel and per diem expenses for Committee members and $6,000 for staff costs in preparation for and attendance at the meetings. The estimated man-years for Department personnel is 0.1. The Cooperative State Research Service is responsible for providing necessary support for the Committee.

Committee members will be appointed by the Secretary. Membership will be balanced in terms of different interests and different geographic areas. It will include members selected from scientists, research administrators, ecologists, conservationists, educators, and managers of forest resources and industries.

COMMITTEES (Cooperative Forestry Research, Advisory)



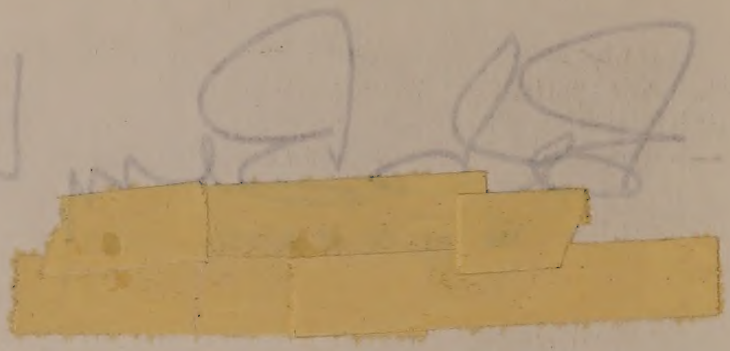
This Memorandum also serves as a charter for the Committee.

Secretary's Memorandum No. 1553, Revised of March 21, 1975, is hereby superseded.

Secretary of Agriculture

This Memorandum also serves to a charter for the Committee.

Secretary's Memorandum No. 1353, Revised of March 21, 1974, is hereby superseded.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 4 1964

SECRETARY'S MEMORANDUM NO. 1554

Transfer of Marketing Research Functions

1. Purpose. Marketing research activities now performed in the Agricultural Marketing Service are in many respects related to utilization research and farm research functions carried out in the Agricultural Research Service. The characteristics of commodities, measures for ascertaining and maintaining desirable quality attributes, the efficiency of practices and equipment used, are inherent in all three of these major research areas.

In marketing research one prime objective is quality evaluation, including development of objective measurements, tests, devices, and instruments for use in identifying and measuring market quality, and in establishing standards and specifications for quality in inspection, grading, and classing of agricultural products. A second important objective is quality maintenance, protection, and improvement by solving physiological, pathological, and entomological problems encountered in the marketing process. Another major segment of such research is that devoted to physical facilities, equipment and methods for assembling, packing, packaging, handling, storing, transporting, wholesaling and retailing farm commodities and food products.

Farm research, in turn, is concerned with quality in varietal evaluations, in appraising materials used to control insects or diseases, in use of machinery for cultivation or harvesting, and other practices which may affect quality. In utilization research there is interest in the initial quality of raw products, its protection and enhancement through processing, to provide quality characteristics acceptable to the consumer.

On the basis of operating experience and recent assessment of means for facilitating research effectiveness, it has been determined that organizational adjustment will provide opportunity for concentrating available scientific talent, equipment and facilities on the critical problems which are basic to the interests of all three research areas.

2. Transfer Proposed. In accordance with Reorganization Plan No. 2 of 1953, under terms of the Reorganization Act of 1949, as amended (5 U.S.C. 511-Note), it is proposed to transfer from the Agricultural Marketing Service to the Agricultural Research Service the following functions:

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

SECRETARY'S MEMORANDUM NO. 1559

Transfer of Marketing Research Functions

1. Purpose. Marketing research activities now performed in the Agricultural Marketing Service are in many respects related to utilization research and farm research functions carried out in the Agricultural Research Service. The characteristics of commodities, measures for ascertaining and maintaining desirable quality attributes, the efficiency of practices and equipment used, are inherent in all three of these major research areas.

In marketing research one prime objective is quality evaluation, including development of objective measurements, tests, devices, and instruments for use in identifying and measuring market quality, and in establishing standards and specifications for quality in inspection, grading, and classing of agricultural products. A second important objective is quality maintenance, protection, and improvement by solving physiological, pathological, and entomological problems encountered in the marketing process. Another major segment of such research is that devoted to physical facilities, equipment and methods for assembling, packing, packaging, handling, storing, transporting, wholesaling and retailing farm commodities and food products.

Farm research, in turn, is concerned with quality in varietal evaluations, in appraising materials used to control insects or diseases, in use of machinery for cultivation or harvesting, and other practices which may affect quality. In utilization research there is interest in the initial quality of raw products, its protection and enhancement through processing, to provide quality characteristics acceptable to the consumer.

On the basis of operating experience and recent assessment of means for facilitating research effectiveness, it has been determined that organizational adjustment will provide opportunity for concentrating available scientific talent, equipment and facilities on the critical problems which are basic to the interests of all three research areas.

2. Transfer Proposed. In accordance with Reorganization Plan No. 2 of 1953, under terms of the Reorganization Act of 1949, as amended (5 U.S.C. 511-Note), it is proposed to transfer from the Agricultural Marketing Service to the Agricultural Research Service the following functions:

Marketing research including handling, transportation, and storage of agricultural products, together with investigations of insect infestations on off-farm stored products and related costs and efficiency evaluations.

These functions are presently performed in the Market Quality Research Division and the Transportation and Facilities Research Division of the Agricultural Marketing Service. The transfer does not affect statistical and economic research activities presently assigned to the Economic Research Service and the Statistical Reporting Service.

It is expected that the Agricultural Research Service will retain intact the Market Quality Research Division and the Transportation and Facilities Research Division pending further studies of the program relationships involved.

The Administrator of the Agricultural Research Service is charged with specific responsibility to provide effective liaison with the Agricultural Marketing Service in order to provide research assistance needed in support of non-research functions in that Service.

3. Incidental Transfers. The Administrative Assistant Secretary will approve such transfers of funds, records, property, space, and personnel as are involved in the transfers and assignments of functions made in this memorandum.

4. Public Notice. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949 as amended (5 U.S.C. 133z), the Department is giving advance public notice of delegation of functions and transfers proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the transfer of functions to be made. In order to be considered, comments must be received within 30 days from the date of this memorandum.

Orville L. Freeman

Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

June 19 1964

SECRETARY'S MEMORANDUM NO. 1554, SUPPLEMENT NO. 1

Transfer of Marketing Research Functions

1. Reorganization Made Effective. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949, as amended (5 U.S.C. 133z), Secretary's Memorandum No. 1554 announced on May 4, 1964, intention to transfer certain functions from the Agricultural Marketing Service to the Agricultural Research Service. This Memorandum provides for reassignment of the functions designated below, effective July 1, 1964.

2. Marketing Research. The Marketing Research functions specified in Secretary's Memorandum No. 1554 now performed in the Agricultural Marketing Service are hereby transferred to the Agricultural Research Service.

3. Incidental Transfers. The Administrative Assistant Secretary will approve such transfers of funds, records, property, space and personnel as are involved in the organizational assignments in this Memorandum.

Orville L. Freeman
SECRETARY

ORGANIZATION 1 (A.R.S.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 15 1964

SECRETARY'S MEMORANDUM NO. 1555

National Cattle Industry Advisory Committee

1. Long-range Objectives. The production and marketing of beef cattle and calves constitutes a major segment of U.S. agriculture. Furthermore, forces which adversely influence prices and incomes received by cattle producers also have important repercussions on markets for other farm products such as feed grains. Consumers likewise have an interest in a domestic cattle industry that will provide an adequate supply of beef at reasonable prices. Several current developments are having a significant impact on domestic cattle and beef markets and therefore deserve industry-wide consideration. The development of long-range objectives which will assure an adequate national supply of beef and satisfactory prices to cattlemen is a matter of considerable public interest.

2. Committee Established. I hereby establish a National Cattle Industry Advisory Committee under provisions of the Agricultural Act of 1961 and find that it is in the public interest in connection with the performance of duties conferred on this Department by law. The areas of consideration of the Advisory Committee will be broad in nature, including (a) imports of beef, veal and live animals and their affects on the domestic economy; (b) international trade negotiations pertaining to beef and related products; (c) activities designed to affect the domestic consumption of beef and veal including Departmental purchase programs; (d) policies related to feeding and other production practices; and (e) other conditions and developments relating to prices, production, and marketing of cattle and beef.

3. Membership. The Committee is composed of representative ranchers and cattle feeders, shipping associations, packers, handlers, retailers, consumers and technical personnel from Land-Grant Colleges. The Committee will serve at my discretion and will meet at my request to advise the Department on legislative proposals and other matters pertaining to cattle and beef. Funds will be available for reimbursement for travel and other official expenses of the Committee members.

Willard W. Cochrane, Director, Agricultural Economics, will be Chairman of the Committee. S. R. Smith, Administrator of the Agricultural Marketing Service, will be Vice-Chairman; and Winn F. Finner, staff economist, will be Executive Secretary.

COMMITTEES (Cattle Advisory)

Committee members appointed at this time are as follows:

Robert G. Barthelmess
Meritt N. Barton
W. R. Brannan
Robert W. Bray
Smith D. Broadbent, Jr.
Persia Campbell
G. Alvin Carpenter
A. D. Davis
Russell E. Dressen ← Woodrow W. Diehl
Erwin E. Dubbert
Arval L. Erikson
W. D. Farr
Walter P. Felton, Sr.
Victor J. Holst ← Paul L. Fletcher
Maurice Jones
Brooks Keogh
W. Wilson King
Dwight D. Klinger
John M. Marble
Harvey A. McDougal
Kenneth W. Monfort
James B. Nance
Alex Napier
Donald M. Phipps
Cushman S. Radebaugh
Francis M. Reece
Mylan E. Ross
Walter B. Schrock
Chester B. Stonecipher
Barbara Stuhler
Jay Taylor
James F. VanHouten
S. M. Washer

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 15 1964

SECRETARY'S MEMORANDUM NO. 1556

National Rice Industry Advisory Committee

1. Long-range Objectives. Rice is a basic agricultural commodity involving Department programs on which important policy decisions must be made from time to time in line with changing conditions. The programs have been well supported by the various segments of the industry and the advice of representatives of the industry will be of great value in determining long-range objectives of the over-all rice program and proper policy decisions on a current basis. Such industry participation is considered essential to the continued effectiveness of the program in stabilizing production and prices and the orderly disposition of available supplies of rice.

2. Committee Established. I hereby establish a National Rice Industry Advisory Committee and find that it is in the public interest in connection with the performance of duties conferred on the Department by law. The areas of consideration of the advisory committee will be broad in nature, including (a) domestic and export requirements, (b) foreign trade policies, (c) adjustment of supplies to requirements, (d) provisions of export subsidy program, (e) balanced production by varieties, and (f) price support problems.

3. Membership. The Committee is composed of representative rice growers, rice millers, exporters and consumers. The Committee will serve at my discretion and will meet at my request to advise the Department of legislative proposals and other matters pertaining to rice. Subcommittees may be established to study and make recommendations on specific problems assigned to them. Funds will be available for reimbursement for travel and other official expenses of the Committee members.

Members of the Committee are:

Henry G. Chalkley
Theodore Cobena
Grover Connell
Lester J. Cranek
Richard E. Derby
Joe Rice Dockery
Gordon E. Dore'
Lucius S. Foster
Frank A. Godchaux III
Henry G. Hardee, Jr.
Glen R. Harris
William G. Johnson
Asa J. Kalfsbeek
Marcus W. Mauritz
Joseph Mouton
Edna L. Poyner
Samuel Lowell Simpson
Robert H. Smith
Verne L. Tindall
David R. Wintermann

COMMITTEES (Rice Industry Advisory Natl.)

In addition to the Committee members, it is planned to invite the participation of technical and operational representatives of various rice industry organizations, from time to time, as needed to assist the Committee in its deliberations.

Rice Organization Representatives are:

Howard M. Alderson
Joseph L. Alioto
George B. Blair
Lester Clyde Carter
James P. Gaines
Marshall E. Leahy
Harold D. Lyons

Mr. Edwin A. Jaenke, Associate Administrator, Agricultural Stabilization and Conservation Service, will be Chairman of the Committee, and Mr. Clarence R. Eskildsen, Associate Administrator, Foreign Agricultural Service, will be Vice Chairman of the Committee. Mr. Leonard B. Ellis, Agricultural Stabilization and Conservation Service, will be the Executive Secretary.

Joseph M. Robertson
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

May 26 1964

Memo. No. 1557

MEMORANDUM ~~TO HEADS OF DEPARTMENT AGENCIES~~

Increased Use of Self-Mailing Technique

A preliminary review of mailing practices for Departmental printed or processed materials establishes that increased economy can be achieved through a greater use of the self-mailer technique as provided in the Government-wide regulations issued by the Joint Committee on Printing.

Accordingly, Chapter 4 of Title 3 of the Administrative Regulations of the Department is being amended to direct that the self-mailer technique be used on printed or processed materials whenever feasible, economical, and in accordance with postal regulations.

The Publications Control Officer of each agency is responsible for achieving maximum feasible use of the self-mailer technique.

The Director of Information will issue criteria for determining when use of the self-mailer technique is feasible and more economical than the use of envelopes or packaging in mailing printed or processed materials.

The Directors of Information and Plant and Operations will report to me by July 10 on the progress being made to achieve increased economy through the use of the self-mailer technique.

Joseph M. Robertson
Administrative Assistant Secretary

CORRESPONDENCE /

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

May 26 1954

Misc. No. 1637

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

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Joseph M. Robertson
Administrative Assistant Secretary

CORRESPONDENCE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 1 1964

SECRETARY'S MEMORANDUM NO. 1558

Coordination of Outdoor Recreation Programs

1. General. Public Law 88-29, approved May 28, 1963, provided for promoting coordinated action among "all levels of government and private interests" to assure adequate outdoor recreation resources for present and future generations, such action to be taken "without diminishing or affecting their respective powers and functions to conserve, develop, and utilize such resources for the benefit and enjoyment of the American people."

In it the Congress placed over-all responsibility upon the Secretary of the Interior for promoting that coordination and for formulating and maintaining a nationwide plan to conserve, develop, and effectively utilize the Nation's outdoor recreation resources taking into consideration the plans and activities of the various Federal agencies, the States and their political subdivisions.

The Secretary of the Interior has assigned that responsibility to the Bureau of Outdoor Recreation and has directed that agency to initiate an over-all analysis of outdoor recreation programs of the Federal Government. He has asked for our cooperation in this undertaking. This will involve working closely with the Bureau of Outdoor Recreation, and other agencies involved, in the appraisal of present programs and activities in the development of programs, budgets, and operations of the Federal agencies concerned with outdoor recreation. Attention will be given to questions of policy including gaps, overlaps, and conflicts as well as long-range programs and financial needs.

RECREATION PROGRAM

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

The U. S. Department of Agriculture, among the several departments and agencies concerned, has a very large contribution to make in the development and the carrying out of national outdoor recreation policy, both through its Federal land administering responsibilities and through its programs authorized and directed toward assistance to individual landholders, to rural groups, and to rural and urban communities.

I have assured the Secretary of the Interior of our full support. The heads of Department agencies involved are requested to give their attention to this cooperative effort. By so doing, the Department of Agriculture will meet its full responsibilities in helping the Nation realize maximum benefit from Federal, State, local and private outdoor recreation efforts.

2. Coordinating Functions. In accordance with duties delegated to it, the Bureau of Outdoor Recreation will provide leadership in recommending over-all policies, and in facilitating coordination between Federal agencies. In the Department of Agriculture, I have assigned to the Assistant Secretary, Rural Development and Conservation, responsibility for Department participation in outdoor recreation program development.

The Office of Rural Areas Development under the Assistant Secretary's direction, with due regard to assignments of responsibility in Secretary's Memorandums 1516 and 1448 and other delegations of responsibility, will continue to carry on the primary liaison with the Bureau of Outdoor Recreation in connection with outdoor recreation matters. All reports and recommended procedures involving budgetary or policy matters will be cleared with the appropriate Administrators, the Office of Budget and Finance, and the Assistant Secretary, Rural Development and Conservation.

3. Unified Departmental Program. The need for coordination of all phases of the Federal program in outdoor recreation emphasizes the importance of developing and operating our own programs within the Department of Agriculture so that they will be part of a cohesive and unified program at all levels of operation.

In providing service to landowners and operators and local organizations in developing recreation enterprises on rural lands, agency functional assignments will continue in connection with technical assistance, research, education, cost sharing and credit services as set forth in the Department's Administrative Regulations.

The Department's Working Party on Outdoor Recreation, in accordance with Rural Areas Development Board Chairman's Instruction No. 62-6, will continue its review of policies and programs in outdoor recreation. This review should serve as an excellent base for providing BOR with the information it needs, and at the same time lead to steps which will promote the objective of a unified Departmental program. The members of the Working Party on Outdoor Recreation will serve as the contact and liaison officers for their respective agencies on these matters.

Orville L. Freeman
SECRETARY

The Department's Working Party on Outdoor Recreation, in accordance with Rural Areas Development Board Instruction No. 69-6, will continue its review of policies and programs in outdoor recreation. This review should serve as an excellent base for providing BOR with the information it needs, and at the same time lead to steps which will promote the objectives of a unified Department program. The members of the Working Party on Outdoor Recreation will serve as the contact and liaison officers for their respective agencies on these matters.

Orville L. Freeman
SECRETARY

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SECRETARY'S MEMORANDUM NO. 1559 June 11 1964

Reports Review

The Secretary has directed a complete review of the Department's recurring reports. He has directed that all reports of questionable value either be improved or eliminated.

This is an area where we can save a considerable amount of money in manpower and material if we are completely objective when comparing the real value of information with the cost of collecting and using it.

Starting immediately each Office and Agency shall conduct a review of all its recurring reports. Chapter 8 of Title 4 of the Administrative Regulations will provide the basic guidance for the review. The Office of Plant and Operations will coordinate the Departmental effort.

Reports Included. This review will cover reports required by Departmental and National Agency Headquarters offices, and other Federal Agencies (such as the Bureau of the Budget, General Accounting Office, Civil Service Commission, Federal Power Commission, etc.) and feeder reports developed to satisfy these requirements. The review will include the costs incurred at all points of preparation in the Department.

Reports Excluded. The review will not include reports for which a special review is currently being made under BOB Bulletin 64-11 (Public Use Reports).

Requirements. Specifically each Staff Office and Agency will:

1. Prepare an up-to-date inventory of all recurring reports that it requires and is required to submit.

2. Determine the estimated annual cost of each report and the estimated annual cost of the Office or Agency's total reporting program.

REPORTS

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

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Reports Excluded. The review will not include reports for which a special review is currently being made under BOB Bulletin 54-11 (Public Use Reports).

Requirements. Specifically each Staff Office and Agency will:

1. Prepare an up-to-date inventory of all recurring reports that it requires and is required to submit.

2. Determine the estimated annual cost of each report and the estimated annual cost of the Office or Agency's total reporting program.

3. Analyze each report which it requires or submits to see whether any can be improved or eliminated.

4. Recommend to the appropriate office the improvement or elimination of any report which is considered to be of questionable value. (See 4 AR 817.) A copy of each recommendation will be sent to the Office of Plant and Operations.

5. Explain why any report which it requires must remain intact and can neither be changed nor eliminated.

Reports. The completion date for this review is October 1, 1964.

1. A final report of accomplishments is due in the Office of Plant and Operations on October 1, 1964.

2. A report of progress being made is due in the Office of Plant and Operations on August 15, 1964.

3. One copy of each Staff Office and Agency inventory will be sent to the Office of Plant and Operations with the final report.

Forms and Instructions. Forms, formats, and instructions needed for this review are attached. Extra copies of inventory forms are available in the Office of Plant and Operations.

Attachment

Joseph M. Robertson
Administrative Assistant Secretary

3. Analyze each report which it requires or submits to see whether any can be improved or eliminated.

4. Recommend to the appropriate office the improvement or elimination of any report which is considered to be of questionable value. (See § AR 317.) A copy of each recommendation will be sent to the Office of Plant and Operations.

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Attachment

Attachment

INSTRUCTIONS FOR CONDUCTING REPORTS REVIEW

Final Report. The following report is due October 1, 1964. It will show:

	Number	Annual Cost
1. Total number of reports at the beginning of the review.		
2. Number of reports added during the review.		
3. Total number of reports eliminated during the review.		
4. Other dollar savings resulting from:		

	Number	Annual Savings
a. Total number of reports whose frequency was reduced.		
b. Total number of reports for which the number of reporting organizations was reduced.		
c. Total number of reporting forms improved.		
d. Total number of reports whose distribution was reduced.		
e. Total number of reports improved in other ways. Specify.		
TOTAL		

5. Total number of reports at the end of the review.		
6. Total Dollar saving resulting from review (add items 3 and 4).		

INSTRUCTIONS FOR CONDUCTING REPORTS REVIEW

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	Number	Annual Cost
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2. Number of reports added during the review.		
3. Total number of reports eliminated during the review.		
4. Other dollar savings resulting from:		
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b. Total number of reports for which the number of report-ing organizations was reduced.		
c. Total number of reporting forms improved.		
d. Total number of reports whose distribution was reduced.		
e. Total number of reports improved in other ways. Specify.		
TOTAL		
5. Total number of reports at the end of the review.		
6. Total Dollar saving resulting from review (add items 3 and 4).		

7. Attach to the final report a statement indicating the following:

   a. The appropriations or funds involved for the savings reported.

   b. Man-years applicable to such savings, if any.

   c. End-of-year employment applicable to such savings, if any.

   d. If savings will not result in reductions in obligations, furnish information on the specific purposes to which the savings in dollars, man-years, and end-of-year employment have been or will be applied.

8. Agencies also should reflect these savings in manpower, if any, in the employment ceiling reports submitted to the Office of Budget and Finance, under Bureau of the Budget Circular A-64.

Progress Report. A progress report will be submitted on August 15, 1964. It will show:

1. The percentage of the review completed ___%.

	Number	Annual Savings
2. Reports Eliminated.		
3. Reports whose frequency was reduced.		
4. Reports for which the number of reporting organizations was reduced.		
5. Reporting forms improved.		
6. Reports whose distribution was reduced.		
7. Reports improved or simplified in other ways. Specify.		

7. Attach to the final report a statement indicating the following:

a. The appropriations or funds involved for the savings reported.

b. Man-years applicable to such savings, if any.

c. End-of-year employment applicable to such savings, if any.

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2. Reports Eliminated.

3. Reports whose frequency was reduced.

4. Reports for which the number of reporting organizations was reduced.

5. Reporting forms improved.

6. Reports whose distribution was reduced.

7. Reports improved or simplified in other ways. Specify.

INSTRUCTIONS FOR
INVENTORY PREPARATION

Group reports by program area which they support.

Column 1. Self-explanatory.

2. " "

3. Identify the specific program (or program segment) which the report supports and the report's purpose.

4. Self-explanatory.

5. Enter "D" for Daily, "W" for Weekly, "M" for Monthly, "Q" for Quarterly, "A" for Annually. Use "Semi" with appropriate letter when report is required twice weekly, monthly, quarterly, etc. Use "Bi" with appropriate letter when report is required every two weeks, months, years, etc.

6. See below.

7. Use appropriate letter followed by estimated savings resulting from your recommendation. Submit a copy of letter required by 4 AR 817 with your inventory to the Office of Plant and Operations.

TO COST A REPORT

Estimate[1/] the number of manhours per month in:

The office receiving the report		The office preparing the report	
1. Analyzing	_____	1. Gathering data	_____
2. Transcribing to other records	_____	2. Preparing data	_____
3. Using in other ways	_____	3. Typing report	_____
Total	_____	4. Reviewing report	_____
		5. Other	_____
		Total	_____

Total manhours used in each preparing and receiving office X Number of offices

X Number of times report is submitted each year = Total Annual Manhours

Total Annual Manhours X Hourly wage rate[2/] =

Annual cost of the report: $_____

Publishing and distribution costs (if any) _____

Total Annual Cost _____

1/ Manhours may be determined from existing information available at the National Agency Level, or from a careful representative sampling of reporting units.

2/ If no more accurate hourly wage rate is available, use $3.00, an amount approximating the salary of a Grade 7, Step 3.

Date_____

INVENTORY OF REPORTS SUBMITTED
(See Instructions On Reverse Side)

Page_____

_____ _____
Report Submitted By (Staff Office or Agency) Organization Subdivision

(1) Reports Control Symbol	(2) Title of Report	(3) Purpose of the Report	(4) Submitted To	(5) Freq-uency	(6) Annual Cost	(7) A Recommend Elimination (Show Savings) B Recommend Improvement (Show Savings)

X Number of times report is submitted each year = Total Annual Manhours

Total Annual Manhours X Hourly wage rate[2/] =

Annual cost of the report:
Publishing and distribution costs (if any) $_____

_____

Total Annual Cost _____

1/ Manhours may be determined from existing information available at the National Agency Level, or from a careful representative sampling of reporting units.

2/ If no more accurate hourly wage rate is available, use $3.00, an amount approximating the salary of a Grade 7, Step 3.

INSTRUCTIONS FOR

INVENTORY PREPARATION

Group reports by program area which they support.

Column 1. Self-explanatory.

2. " "

3. Identify specific program (or program segment) which the report supports and the report's purpose. If the report is required to submit compiled data to USDA or other Federal agency, list staff office or Federal agency that requires the data.

4. Identify the number and kinds of offices that prepare the report.

5. Enter "D" for Daily, "W" for Weekly, "M" for Monthly, "Q" for Quarterly, "A" for Annually. Use "Semi" with appropriate letter when report is required twice weekly, monthly, quarterly, etc. Use "Bi" with appropriate letter when report is required every two weeks, months, years, etc.

6. See below.

7. Use appropriate letter followed by savings or explanation.

TO COST A REPORT

Estimate[1/] the number of manhours per month in:

The office receiving the report		The office preparing the report	
1. Analyzing	_____	1. Gathering data	_____
2. Transcribing to other records	_____	2. Preparing data	_____
3. Using in other ways	_____	3. Typing report	_____
Total	_____	4. Reviewing report	_____
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2/ If no more accurate hourly wage rate is available, use $3.00, an amount approximating the salary of a Grade 7, Step 3.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 10, 1964

SECRETARY'S MEMORANDUM NO. 1560

Implementation of Civil Rights Act of 1964

OBJECTIVE. The Civil Rights Act of 1964 is the law of the land. It provides in part that:

> "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Regulations to be issued shortly will contain specific provisions to assure nondiscrimination. The Department of Agriculture, as a matter of national policy, shall conduct all its business fully in accord with the principle that every citizen shall receive fair and equal treatment in order that there be no discrimination in any of our activities or programs.

RESPONSIBILITY. I will direct and coordinate all phases of this program as it affects the Department. The Under Secretary, Assistant Secretaries, and Directors, will assist me in carrying out this responsibility.

The Administrative Assistant Secretary is my staff representative who will coordinate and direct the day-to-day activities relating to this program.

I am expecting heads of agency and staff offices to be personally responsible for positive and affirmative direction in carrying out this program in keeping with the full spirit and letter of the national policy.

Among other things, this will entail issuance of appropriate instructions, the development of a procedure for monitoring the administration of this program, and taking all other necessary steps to insure the full, orderly, and rapid implementation of the policy.

FIELD RELATIONSHIPS. I will utilize fully the capabilities of the existing State Administrative Committees established in Memorandum No. 1492, Supplement No. 2. These committees shall extend their functions to include:

(1) Consideration of problems encountered in the implementation of civil rights policy and regulations.

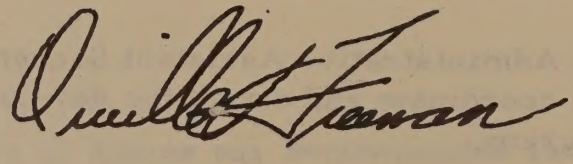
(2) Joint action when appropriate to assure coordinated efforts among USDA agencies in their respective states.

(3) Reporting on civil rights matters, including but not limited to accomplishments, problems, and anticipated future actions, in the minutes of their meetings which are furnished under existing procedures. Generally, these reports should be on a bi-monthly schedule. However, as current developments may warrant, special reports should be made so that Department officials will receive accurate, timely, and pertinent facts on local conditions.

STAFF SUPPORT. The Office of the General Counsel will provide agencies with legal interpretation on compliance procedures.

The Inspector General will incorporate in the Department's audit and investigative program coverage necessary for review of agency compliance.

The resources of all staff offices will be fully utilized in support of this program.



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

March 31 1965

SECRETARY'S MEMORANDUM NO. 1560, SUPPLEMENT 1

Discriminatory Practices in Office Housing

PURPOSE. In Secretary's Memorandum No. 1560 of July 10, 1964, it is stated that the Department of Agriculture should conduct all of its business in accordance with the principle that every citizen shall receive equal treatment in order that there is no discrimination in any of our activities or programs. Some Department agencies are housed in buildings where the use of public facilities is restricted (segregated) because of race, color or national origin. It is the purpose of this memorandum to state policy and procedure for correcting this situation.

RESPONSIBILITY. The State Administrative Committees are assigned responsibility for negotiating with building owners to eliminate segregated facilities or if negotiation is unsuccessful, to obtain other space. The State Administrative Committees in carrying out their responsibilities will work within the framework of existing agency and Department authorities and procedures in acquiring space. Staff offices shall render such assistance as may be needed by the State Administrative Committees in accomplishing this program.

IMPLEMENTATION.

A. State Administrative Committees. The State Administrative Committees shall:

1. Negotiate with the building owner the immediate elimination of any form of discrimination in the use of facilities. The Committee shall decide the appropriate means for such negotiation for each location. There shall be full and complete coordination of this program with other actions which individual agencies may be taking. Such actions include those of the Federal State Cooperative Extension Service in consolidating offices of White and Negro County Extension Agents as required by Title VI of the Civil Rights Act. This close coordination is particularly important when USDA and Cooperative Extension Offices are located in County Court Houses since State Extension Services have already been negotiating with County Commissioners on this matter.

Growth Through Agricultural Progress

CIVIL RIGHTS

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SECRETARY'S MEMORANDUM NO. 1560, SUPPLEMENT 1

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IMPLEMENTATION.

A. State Administrative Committees. The State Administrative Committees shall:

1. Negotiate with the building owner the immediate elimination of any form of discrimination in the use of facilities. The Committee shall decide the appropriate means for such negotiation for each location. There shall be full and complete coordination of this program with other actions which individual agencies may be taking. Such actions include those of the Federal State Cooperative Extension Service in consolidating offices of White and Negro County Extension Agents as required by Title VI of the Civil Rights Act. This close coordination is particularly important when USDA and Cooperative Extension Offices are located in County Court Houses since State Extension Services have already been negotiating with County Commissioners on this matter.

2. Where discrimination in the use of facilities cannot be eliminated by May 31, a report of the situation shall be made to the Director of Plant and Operations. Action shall then be taken by the Committee to obtain other quarters. In this connection, the Department's objective of consolidation of offices shall be fully implemented.

B. Other.

1. In all future space acquisition by all Department agencies, the following provisions shall be used in inviting bids or negotiating lease contracts:

Nondiscrimination - Facilities

(a) As used in this section the term "facilities" includes stores, shops, restaurants, cafeterias, rest rooms and any other facilities of a public nature in the building in which the space covered by this lease is located.

(b) The lessor agrees that he will not discriminate by segregation or otherwise against any person or persons because of race, creed, color or national origin in furnishing, or by refusing to furnish, to such person or persons the use of any facility, including any and all services, privileges, accommodations, and activities provided thereby.

(c) It is agreed that the lessor's noncompliance with the provisions of this section shall constitute a material breach of this lease. In the event of such noncompliance the Government may take appropriate action to enforce compliance, may terminate this lease, or may pursue such other remedies as may be provided by law. In the event of termination the lessor shall be liable for all excess costs of the Government in acquiring substitute space, including but not limited to the cost of moving to such space.

(d) The lessor agrees to include, or to require the inclusion of, the foregoing provisions of this section (with the terms "lessor" and "lease" appropriately modified) in every agreement or concession pursuant to which any person other than the lessor operates or has the right to operate any facility. The lessor also agrees that it will take such action with respect to any such agreement as the contracting agency may direct as a means of enforcing this section, including but not limited to termination of the agreement or concession.

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These provisions shall be included in the lease contract as a basis for termination in the event that there is actual or de facto discrimination in use of facilities.

2. The procedures outlined in this memorandum are applicable to all agencies and entities of the Department, including the County ASCS Committees in their operations under Regulations approved by the Secretary.

DEADLINE. Negotiations to eliminate discrimination in the use of facilities shall be undertaken immediately to be completed by May 31, 1965. Where relocation of offices becomes necessary, action shall be completed by September 30, 1965, unless a longer period of time is authorized by the Director of Plant and Operations.

Orville L. Freeman

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DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

May 18 1965

SECRETARY'S MEMORANDUM NO. 1560, SUPPLEMENT 2

Consolidation of Extension Service Offices

The Federal State Cooperative Extension Service program of consolidating offices of white and Negro County Extension Agents is directly related to our program for eliminating discrimination practices in Office Housing. Secretary's Memorandum No. 1560, Supplement 1 directs State Administrative Committees to help in this effort.

To help the Extension Service, State Administrative Committees should:

Explore the space in buildings that we now occupy to see if we can provide the space Extension Service needs. We are not asking agencies to release space at the expense of their own programs. But we have to take a good hard look to see whether all our space is needed, or whether it is being kept simply because it is desirable.

Consider consolidated housing. Here we should check each town to see if united action can be taken.

Include Extension Service's space needs with those of other agencies when asking for space in new or remodeled Federal Buildings.

We are not asking that State Committees function as operating entities. Nor are we asking that they assume space procurement responsibilities of an agency. However we do believe that action by State Committees can help solve this problem. If Committee action is not feasible, Extension Service will have to take its own action to acquire needed space.

Orville L. Freeman
SECRETARY

CIVIL RIGHTS

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

May 18 1960

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Orville L. Freeman
SECRETARY

CIVIL RIGHTS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

November 26 1965

SECRETARY'S MEMORANDUM NO. 1560, SUPPLEMENT 3

Waiver of Proviso in Facilities Nondiscrimination Clause

Supplement 1 of Memorandum 1560 provides for use of the facilities nondiscrimination provision set forth therein in all leases. The last sentence of Clause (c) of this provision sets forth the indemnification obligation. This sentence reads:

> "* * * In the event of termination the lessor shall be liable for all excess costs of the Government in acquiring substitute space, including but not limited to the cost of moving to such space."

This sentence, and only this sentence, of the required facilities nondiscrimination provision may be waived by officials having authority to sign leases, when:

1. The proposed lessor is a public body

   and

2. The public body lacks legal authority to undertake such indemnification obligations

   and

3. Written certification is obtained from the public body as to its lack of legal authority in each case.

A report of each such waiver is to be made to the Office of Plant and Operations at the time it is exercised.

Joseph M. Robertson
Assistant Secretary for Administration

CIVIL RIGHTS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

January 17 1966

SECRETARY'S MEMORANDUM NO. 1560, SUPPLEMENT 4

Implementing Title VI of the Civil Rights Act of 1964

This Department has significant responsibilities under Title VI of the Civil Rights Act of 1964 and to assure myself that the many agencies are energetically pursuing uniform goals I named an Assistant to the Secretary for Civil Rights. Let me restate the civil rights responsibilities of Agency Administrators and the Assistant to the Secretary for Civil Rights.

1. Agency Administrators are responsible for implementing and enforcing the Department's civil rights policies and for measuring the effectiveness of providing equal opportunity.

2. Review authority of the Administrator's line responsibility remains with the Secretary and will be implemented in the area of civil rights by the Assistant to the Secretary for Civil Rights. All proposed agency actions with civil rights impact should be sent to the Assistant to the Secretary for initialing to provide the Department with a uniform, efficient and coordinated implementation. All problems should be brought to his attention.

Orville L. Freeman
SECRETARY

CIVIL RIGHTS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

January 17, 1966

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Orville L. Freeman
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

Date: 7/24/64

SECRETARY'S MEMORANDUM NO. 1561

Agricultural Research Planning Committee

The responsibility for publicly-supported agricultural research in the United States, largely shared by USDA and the State Agricultural Experiment Stations, requires extensive teamwork to develop a desirable level of active cooperation between Federal and State agencies and to insure effective coordination of the overall research effort. In the legislative history of appropriation bills and under specific provisions of law (7 U.S.C. 427) the Secretary is authorized and directed to conduct and to stimulate research into the laws and principles underlying the basic problems of agriculture. Maximum use of existing research facilities, Federal and State, can contribute to a coordinated national program and more effective utilization of resources.

Public support for agricultural research has steadily increased through the years and is now in excess of $350 million with an approximate ratio of 60 40 between Federal and non-Federal sources of funds. To provide a stronger base for continued cooperation in planning and coordinating these research programs, I am establishing an Agricultural Research Planning Committee to be composed of members from USDA and cooperating research agencies.

I. Objectives of the Committee:

A. To assist in planning, evaluating, and coordinating unified long-range National agricultural research programs and in delineating the appropriate areas of responsibility of Federal and State agencies in carrying out these programs.

B. To develop further the bases for State and Federal cooperation in planning and implementing regional and interstate research programs. This will include cooperation among Federal agencies, among the State stations, and among Federal agencies and State stations.

C. To facilitate the coordination of plans for additional State and Federal agricultural research facilities to carry out the total effort of publicly supported agricultural research.

COMMITTEES (Agricultural Research Planning)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

Date: _____

SECRETARY'S MEMORANDUM NO. _____

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C. To facilitate the coordination of plans for additional State and Federal agricultural research facilities to carry out the total effort of publicly supported agricultural research.

D. To stimulate selective interchanges of Federal and State scientists to improve liaison and coordination between Federal and State research programs.

E. To improve communications among Federal agricultural research agencies, the State stations, libraries, and information centers.

F. To stimulate and foster training programs for promising young scientists so as to insure a continuing supply of well-trained manpower.

II. Membership. The membership shall be as follows:

A. Director of Science and Education, Chairman

B. Six representatives of State Universities and Land-Grant Colleges nominated as follows:

1. Four State Experiment Station Directors nominated by the Experiment Station Committee on Policy, one from each of the four regions of the country.

2. One President of a Land-Grant University nominated by the Association of State Universities and Land-Grant Colleges.

3. One representative nominated by the Cooperative Forestry Research Advisory Board.

C. Six representatives from research agencies of the Department nominated by the Director of Science and Education.

D. One member nominated by the National Academy of Sciences.

E. One member nominated by the Office of Science and Technology.

The Vice-Chairman shall be a USDA official designated by the Chairman, who shall also appoint an executive secretary.

Appointment to the Committee shall provide for terms of two years, with provision for staggering of membership so that all members of the Committee will not be replaced at the end of any two year period.

III. Meetings. The Committee shall hold at least two regular meetings each year, with special meetings as called by the Chairman. Funds will be available for reimbursement of travel and other official expense of non-USDA members.

Orville L. Freeman

D. To stimulate selective interchanges of Federal and State scientists to improve liaison and coordination between Federal and State research programs.

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OFFICE OF

THE SECRETARY OF AGRICULTURE

M. Secretary;

Just before leaving on vacation you approved the attached memo re: an Agricultural Research Planning Committee but I forgot to have you initial it so that we can move ahead with our first meeting -

Thanks

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

8/12/64

SECRETARY'S MEMORANDUM NO. 1562

Relocation of USDA Personnel in an Emergency

1. PURPOSE. This memorandum is to alert those individuals with defense emergency assignments who would be expected to relocate to prepared sites in case of a deterioration in the international situation, or in case that the President directs such relocation as a precautionary measure, or in case of the warning that an attack on this country appears imminent.

2. TIMING OF RELOCATION. Employees designated to relocate will do so only upon directions of my office or in case they are directed to do so by the President. Relocation as a precautionary measure during a period of increasing tension will, in all probability, be of a limited number of people with further people being relocated if the situation continues to deteriorate. All persons designated to relocate shall move to the appropriate relocation site as quickly after an attack without prior relocation as fallout conditions will permit.

3. NOTIFICATION TO RELOCATE. The Department has established a procedure for notifying individuals listed in Attachments to this Memorandum should relocation be determined necessary. All persons whose names appear on the attached lists are responsible for knowing who is authorized to direct them to relocate and the procedures they should follow in moving to the relocation site. The head of each agency whose personnel are listed in the Attachments to this Memorandum shall make the necessary arrangements for transportation and other administrative matters necessary to make such relocation possible.

4. PERSONS TO RELOCATE. Attachment A to this Memorandum lists those persons who shall be prepared to move to the National Relocation Site should it be determined that such a move is necessary for the national security. Attachment B lists USDA personnel who would relocate at the USDA Relocation Site under similar conditions. Attachment C lists a portion of the USDA Relocation Site cadre who may be directed to move in advance of any general relocation as a precautionary and preparatory measure. It is the responsibility of the head of each agency with persons designated on these lists to assure that either they, or if they are unavailable, a qualified substitute proceeds to the designated relocation site in case partial or complete relocation is ordered. In case of an attack without warning, all persons whose names appear on these lists shall proceed to the designated relocation site without awaiting specific instructions. Such movement shall be as soon as civil defense officials indicate such travel can be done with a reasonable degree of safety.

5. ORDER OF RELOCATION. It is anticipated that, under a deteriorating international situation, relocation might be by steps. As a result, the Attachments A and B indicate on the left column those persons who should be prepared to be in the initial relocation cadre and those listed in the right

column would be expected to move if conditions continue to deteriorate. Those listed on Attachment C may have been relocated earlier to prepare the USDA Relocation Site for the larger USDA Relocation Site cadre. However, should it be determined that an attack appears imminent, it may be necessary to direct that all listed persons would relocate at the same time. As indicated previously, no preattack relocation will be undertaken except on direction from my office or by direction of the President.

6. RESPONSIBILITIES OF PERSONS RELOCATING. It will be the responsibility of persons who are relocated to prepare to assume defense responsibilities assigned to their agency or to them under Chapter 4, Title 1, of the Administrative Regulations, (Secretary's Memorandum 1489, Revised). The head of each agency may determine the degree to which regular functions will be carried out from the relocation site during any preattack relocation. Agencies shall prepare to carry out directions to their field staffs from relocation sites should the situation so require.

7. PREPARATION FOR RELOCATION. In order to have the USDA Relocation Site ready to receive any personnel ordered to evacuate, plans provide for an advance party of Relocation Site administration, operations and communications personnel to be moved on the first indication of possible danger. This will correspond with a Defcon III situation. Members of this advanced party are listed in Attachment C. Relocation of personnel with defense assignments would follow if increased tension makes such a move appear desirable.

8. RELOCATION AFTER AIR RAID WARNING. If an air raid warning is announced during working ~~areas~~ hours and before the cadres have left their offices, cadre members shall take cover in shelter areas in their building and remain there until advised to leave. Attachment D indicates persons responsible for directing emergency operations in Washington, D. C. office buildings during the take cover period.

9. EMERGENCY RECORDS. Each person and agency listed in these attachments is responsible for seeing that those records are at the emergency relocation site to which they are assigned that they would need to carry out their emergency assignment.

10. MAP. Attachment E is a map covering the areas in which both the National and USDA Relocation Sites are located. It is the responsibility of each person listed in these attachments to find out from their agency security officer the exact location to which they would relocate. The location of these sites is classified security information and must not be disclosed to any unauthorized person.

11. CANCELLATION OF PREVIOUS INSTRUCTIONS. The Secretary's instructions to the cadres dated December 6, 1962, and February 21, 1963, are hereby superseded.

Orville L. Freeman

Attachment A

NATIONAL RELOCATION SITE

The personnel listed below will make up the USDA contingent at the National Relocation Site. Those listed under Defcon II would move on orders of the Secretary. On Defcon I, the additional people listed would join them.

Agency	Defcon II	Additional under Defcon I
Office of the Secretary	John A. Baker	Charles S. Murphy
	Edward M. Shulman 1/	John A. Schnittker 1/
	Robert S. Reed	George L. Mehren
	Madeline J. Sibley	Roy W. Lennartson 1/
		Colette M. Kennedy
ASCS	Joseph B. Long	Edwin A. Jaenke
	Malcolm W. Maclay	F. Gooch Fitzgerald
	James A. Davis	A. A. Greenwood
	Jean M. Belton	Bruce M. Easton
	Eugene W. Bayol	Charles L. Frazier
	Harland N. Doughty	Thomas H. Miller
	Robert A. Hanson	Russell V. Oliver
	Stanley McMahon	Estelle H. Wilson
	Marcus J. Daly	Robert G. Lewis
		Francis H. Hankes
FHA	J. Virgil Highfill	Floyd F. Higbee
Economics Group (Incl. ERS and SRS)	John A. Schnittker 1/	Nathan M. Koffsky
	Harry C. Trelogan	
AMS	Gerald A. Harbaugh	R. W. Lennartson 1/
	Eldon E. Shaw	Harold F. Breimyer
	Clyve W. Jackson	Stanley C. Rademaker
	Jerry Goodall	John C. Blum
	Richard C. Larkin	Floyd F. Hedlund
	Mathilda Schlicht	Marian V. Powers
	Samuel C. Vanneman	J. W. Coddington
	George A. Dice	David M. Pettus
	Janice L. Lockard	Hermon I. Miller
	Irvin L. Rice	Arthur J. Holmaas
		Howard P. Davis
		Imogene D. Gruber

1/ Listed both as part of Office of the Secretary and with their own agency.

NATIONAL RELOCATION SITE

Agency	Defcon II	Additional under Defcon I
ARS	Robert J. Anderson John R. Matchett Donald R. Shepherd	Byron T. Shaw Marion W. Parker Irene G. Martin
O. of Inf.	Harold R. Lewis	Harry P. Clark, Jr.
FAS	Raymond A. Ioanes D. M. Rubel	
SCS	D. A. Williams T. B. Gardiner	
OGC	John C. Bagwell	Edward M. Shulman 1/
FES	L. H. Davis	
O. of B&F	John L. Wells	
O. of Pers.	Max P. Reid	Erwin R. Draheim
O. of P&O	Tony M. Baldauf	Mackey W. White
FS	Clare W. Hendee Roy W. Olson Betty J. Baker	Edward P. Cliff Boyd L. Rasmussen Frances L. Barber

1/ Listed both as part of Office of the Secretary and with their own agency.

Attachment B

USDA RELOCATION SITE

The personnel listed below are scheduled to move to the Department's Relocation Site in case of an emergency. Those listed under Defcon II will move when directed to do so by the Secretary. On declaration of a Defcon I situation, the additional people listed should be prepared to join the group that moved earlier, but will move only when directed to do so by the Secretary.

Agency	Defcon II	Additional under Defcon I
AMS	Billie B. Baxter	Clarence H. Girard
	Andrew C. Robison	George R. Grange
	James Toomey	Henry G. Herrell
	John C. Pierce	Nathan Koenig
	Mary C. Dillon	Sue Ellen Toms
	John A. Morley	Lucile P. Townsend
	Roy E. Willie	Charlotte Adkins
	Albert J. Doub	Ronald E. Betts
	Homer F. Taylor	A. M. Hodgkins
	Frances Reeve	Arvilla J. Rustand
	L. Kenneth Wright	Edward J. Seidel
	John M. Buhl	Harold E. Meister
	C. K. Morrison	Minnie H. Motter
	Neill W. Freeman	Harry A. Rust
	Ernest R. Bergeron	Howard Fedderson
	Edward W. Caveney	Herbert L. Forest
	James H. Lauth	Margaret Marshall
	Donald M. Mitchell	Maude M. Bowdoin
		C. R. Brader
		Arthur E. Browne
		Fred Dunn
		Joseph C. Genske
		Ernest J. Holcomb
		Donald S. Matheson
		Malvin E. McGaha
		F. L. Southerland
		Walter Borg
		David R. Galliart
		R. W. Laubis
		Dorothy L. Wingerd
		H. H. Woodworth
		Lawrence Zeleny
		John T. Larsen
		Francis M. Lee
		T. H. Porter
		Frank E. Blood
		William E. Combs
		Bernard W. Kempers
		H. Connor Kennett
		Mildred Mussante
		Michael S. Newborg
		Steven E. Wrather
		Nova W. Clark

Agency	Defcon II	Additional under Defcon I
AMS (Continued)		W. Vincent Fowble
		Eva G. Snyder
		Paul E. Huber
		John J. Kiracofe
		William C. Laxton
		Robert E. Poline
		Ernest A. Jenkinson
		Joseph H. Lott
		Bernadette Belcher
		Jefferson W. Davis
		Hugh R. Gallagher
		Jacob R. Idol
		Isabelle M. Kelley
		Charles J. Maxey
		Janet McFadden
		Carl J. Mulert, Jr.
		Marvin M. Sandstrom
		Patricia Campbell
		Philip V. Fleming
		Franklin Thackrey
		Marjorie L. Will
		Glenn G. Bierman
		Gerald Engelman
		James D. Tuggle
		J. W. Gannaway
		Carl J. Miller
		Alma J. Porter
		Leon Schilt
		Fern L. Kidwell
		Martha G. Scott
		Dabney W. Townsend
		Ruth M. Fischer

Agency	Defcon II	Additional under Defcon I
ARS	Frank A. Todd	Esther L. Batchelder
	Josephine E. Lauth	Ned D. Bayley
	Philip D. Cazier	Victor H. Beach
	Kathryn E. Cronister	Herbert C. Bradshaw
	Thomas G. Darling	Emory D. Burgess
	Joseph W. Gentry	William O. Caplinger
	Walter R. Heald	Faith Clark
	Sam R. Hoover	Donald M. Crooks
	George W. Irving, Jr.	Frank P. Cullinan
	Leo G. K. Iverson	John C. deHoll
	Klemens F. Johnson	Kelvin Dorward
	Eldred E. Kerr	Frank E. Dow
	Paul K. Knierim	George F. Fries
	Ruth M. Leverton	Willis A. Gortner
	Ronald G. Menzel	John M. Hejl
	Donald Miller	Ralph E. Hodgson
	Francis J. Mulhern	Donald W. Johnson
	Archibald B. Park	Howard W. Johnson
	Esther F. Phipard	Frederick A. Johnston
	Herman A. Rodenhiser	Robert P. Jones
	Joseph F. Silbaugh	Steven C. King
	Frances B. Critzer	Edward F. Knipling
	Ethel A. Marceron	Talmadge W. Little
	Carmela G. O'Brien	John P. McAuley
	F. R. Senti	Eugene G. McKibben
	E. R. Glover	Norvan L. Meyer
	W. T. Penzer	Carroll K. Mingle
	W. C. Crow	Edward A. Murphy
	I. B. Kilby	Clarence H. Pals
		Robert H. Philbeck
		Robert B. Rathbone
		Robert F. Reitemeier
		Ernest E. Saulmon
		Ralph W. Sherman
		Joseph F. Spears
		Norman C. Teter
		Cecil H. Wadleigh
		Justus C. Ward
		Edward J. Wilson
		Gilbert H. Wise
		Jennie Cope
		Mildred Hickman
		Bette J. Little
		Maxine Y. Mears
		Wilma E. Oppelt
		Frances L. Paulk
		Shirley B. Potter
		Carole A. Pyle
		Leona W. LaForais
		R. E. Hardenburg
		R. W. Hoecker
		G. M. Horne

Agency	Defcon II	Additional under Defcon I
ASCS	Daniel McGarry	Horace D. Godfrey
	Edwin H. Matzen	Lionel C. Holm
	Harold H. Shepard	Esther Krikorian
	Clyde F. Clark	Mary K. Benway
	Velma Crank	Fred G. Ritchie
	Roy J. Jordre	Joseph A. Moss
	John C. Brown, Jr.	Arthur T. Thompson
	Margaret S. Campbell	Harlan J. Emery
	Howard J. Simons	James E. Thigpen
	Antoinette R. Clark	Tom O. Murphy
	Warren Meyers	Claude G. Turner
	Arnold A. Garthoff	Madeliene L. Eheart
	Bertrand S. Soleau	Mary L. King
	James V. Scala	J. Murray Thompson
	Janet W. Springer	William O. Shofner
	Robert P. Beach	James M. Hunt, Jr.
	Roy M. Clark	Kennard Stephens
	William P. Jones	Reed A. Phillips
	Taylor V. Henderson	Claude B. Freeman, Jr.
	M. L. Johnson	J. Frank Cooke
		George L. Robbins
		Lloyd I. Holmes
		Richard E. Moody
		Edward Karpoff
		B. G. Andrews
		Linwood K. Bailey
		John N. Mahan
		John H. Rixse (REA)
		Charles E. Wallace
		Ward S. Stevenson
		Edgar H. Omohundro
		Donald F. Miller
		Andrew A. Johnstone
		Edward T. McCausland
		Helen Tarko
		Eleanor Dulka
		Lois L. Gardiner
		Beatrice E. Mauck
		Carolyn L. Flood
		Audrianne W. Homrock
		Bernadette Walchesky
		Celia A. Costello
		Virginia E. Kazee
		John I. Morton
		Robert P. Hieronymus
		Herbert B. Wagner

Agency	Defcon II	Additional under Defcon I
ASCS, continued		Frank M. Crowell, Jr.
		Imogene L. Sherry
		Ray V. Fitzgerald
		Charles M. Cox
		Carl A. Larson
		James B. Dyess
		Harry A. Peters
		Robert S. Bergland
		F. Wainright Blease
		John B. Vance
		Mildred R. Paolo
		Jean B. Turner
		Wilson E. Westbrook
		Humbert S. Kahle
		Kenneth E. Valentine
		Clara A. Lester
		Lucille H. Moriarty
		Henry J. Krages
		Robert M. Webb
		Jessie B. Darnall
		Diana Conner
		Everett H. F. Felber
		Woodrow E. Jones
		John L. Hoover
		Ole S. Homstad
		James T. Burnett
		Edwin F. Rollins
		Allen T. Arnason
		Phyllis W. Spain
		Helen E. Fitzgerald
		T. Scott Mowry
		Patsy R. Poe
		Joseph W. Clifton
		K. P. Harris
		Ely Wickham
		Donald L. Gillis
		Margaret Long
		Roland F. Ballou
		George R. McPherson
		~~Charles D. Levin~~
		Janet B. Koenig
		Lois B. Burke
		C. H. Moseley
		Joseph A. Carter
		Philip R. Hurley
		Joanne Holcomb
		Clifford G. Pulvermacher
		Clyde E. Merriman
		Vincent J. Martin
		John E. Tripp

Agency	Defcon II	Additional under Defcon I
ASCS, Continued		Arnold S. Dahl
		George S. Shanklin, Jr.
		Rosina C. Cristaldi
		Marden D. Kimball
		J. J. Somers
		M. L. DuMars
		John P. Haughey
		John W. Bolish
		John A. Lannon
		Rose Corrigan
		Rose D. Madigan
CSRS	Theodore C. Byerly	Henry A. Dunn
	Harold C. Knoblauch	Clifford G. Ringuette
	Marion G. Woldstad	Thomas S. Ronningen
		James Turnbull
FAS	C. R. Eskildsen	R. H. Roberts
	W. A. Minor	W. W. Sikes
	John H. Dean	J. P. Hartman
	William F. Doering	A. R. DeFelice
		P. B. Pauli
		W. N. Starkey
		J. C. Scholl
		L. Ostroot
FCIC	John N. Luft	Jack H. Morrison
	M. Eldon Colby	Joe R. McWilliams
	Ross A. Dimock	H. Eugene Harker
		Ernest C. Neas
FES	John A. Cox	Earl F. Pettyjohn
	Charles W. McDougall	Ralph E. Groening
	Phillip F. Aylesworth	Buel F. Lanpher
		Paul O. Mohn
		Evelyn B. Spindler
		Shelby J. McCarthy
		Carole L. Melton
FHA	Odom Stewart	Howard Bertsch
	Robert C. Leary	Helen Ritnour
		Jack Frost
		William R. Cullinan
		Bernard H. Polk
		M. H. Williams
		C. H. VanNatta
		Georgina Roy
		James A. Somerville
		Gardner Walker

Agency	Defcon II	Additional under Defcon I
FS	Milton M. Bryan	Keith Arnold
	Herbert S. Schmidt	Jack S. Barrows
	Arthur W. Greeley	Byron B. Beattie
	Merle S. Lowden	Leonard Berg
	Elmer M. Bacon	Carl E. Burgtorf
	David B. King	James J. Byrne
	William B. Morton	Craig C. Chandler
	Edward Ritter	Wilbur S. Claypool
	Chester A. Shields	Richard J. Costley
	George Vitas	Clint Davis
	Dorothea S. Bashor	Reginald M. DeNio
	Edith D. Clark	Robert S. Dimmick
	Maude F. Lamden	Allen J. English
	Lorraine Macebo	Herbert O. Fleischer
		Reynolds G. Florance
		Gordon D. Fox
		Edward G. Grest
		V. L. Harper
		Dorothy M. Hawkins
		Harry E. Howard
		F. H. Huff
		William M. Irby
		Horace R. Josephson
		C. Agnes Keane
		Cleve C. Ketcham
		Amy E. King
		Robert W. Larson
		A. J. Logan
		C. K. Lyman
		Arlene M. Martin
		Ira J. Mason
		Warren T. Murphy
		M. M. Nelson
		Hamilton K. Pyles
		Winifred L. Sislock
		Dora T. Sossamon
		Albert W. Sump
		Rogetta C. Waldo
		Clayton N. Weaver
		Charles R. Weller
REA	Robert T. Beall	William H. Callaway
	Walter L. Wolff	Edward F. Wilson
	William C. Morris	Donnan E. Basler
		Harold F. Clark
		Hoburg Lee
		Raymond W. Lynn
		Thomas J. McDonough
		Joseph E. O'Brien
		Henry C. Starns

Agency	Defcon II	Additional under Defcon I
REA, Continued		Leslie Surginer
		Evelyn M. Yowell
		Viola C. Davis
SCS	L. F. Gallacher	J. C. Dykes
	O. W. Greene	R. M. Dailey
	Gladwin E. Young	Enid Green
	V. C. Mohagen	W. R. VanDersal
	C. H. Dorny	Kathryn H. Ondreyka
	C. J. Francis	N. A. Berg
	C. E. Kellogg	B. D. Blakely
ERS	Wilhelm Anderson	Kenneth L. Bachman
	Robert Walsh	Glen T. Barton
		James P. Cavin
		Malcolm Clough
		Grace Cornwell
		Rex F. Daly
		James R. Donald
		Charles A. Gibbons
		Carl P.Heisig
		Mina S. Hite
		George Kromer
		Isla B. Marsden
		Dean E. McKee
		Kenneth E. Ogren
		Robert E. Olson
		C. Kyle Randall
		Wayne D. Rasmussen
		Anthony S. Rojke
		Will M. Simmons
		Harry A. Steele
		Jacquelyn H. Thomas
		Robert L. Tontz
		Ivon W. Ulrey
		Melvin L. Upchurch
SRS	Richard K. Smith	Charles E. Burkhead
	Gary D. Bearden	John W. Kirkbride
		John J. Morgan
		Emmett B. Hannawald
		George D. Harrell
		Gertrude M. Farmer
SEG		Grover C. Chappell
		Winn F. Finner

Agency	Defcon II	Additional under Defcon I
O. of Secretary	James L. Sundquist Leona H. DiCandia Wingate E. Underhill George W. Irving Robert T. Beall* George H. Walter	Nyle C. Brady Dorothy H. Jacobson Ruth B. Fincher Ann ~~Rutherford~~ E Diehl George R. Grange* Robert P. Beach* W. A. Minor* William R. VanDersal*
O. of B&F	Harry B. Wirin John J. Ryan	Charles L. Grant Sam H. Neel Thomas C. Canada Florence K. Kelly
OGC	Elmer Mostow Charles W. Bucy George E. Cooper	Carl R. Bullock Claude T. Coffman Harold M. Carter
O. of Information	Gordon Webb Zelma Margelos	Daniel Alfieri Bettie N. Hill Marguerite Newbury Lawrence E. Sarbaugh Sid L. Schwartz Jack H. Towers
OMS	Stanley J. Dorick John J. Kaminski Charles F. Kiefer Marie C. Ciccone	Joseph P. Findlay Charles J. Leman
O. of Personnel	Henry F. Shepherd Harold P. Gross	Christopher O. Henderson Dora E. Oliver Patrick E. Battone Josephine Paulson

*Also listed with agency personnel.

Column I	Division III	Additional duties Division I
O. of Observatory	Brown D. Thompkins Jones R. Hibbard Kingsbe E. Underhill Osborne A. Jordan Romero T. De Ill* Sturge H. Velzer	Ogle C. Berry Borowby H. Woodson Cobb A. Proctor Ann Whitmore E Dirk Zorgo H. Crump* Robert P. Mason* A. A. Pino * Millie R. Vanderveal*
O. of Dep	Henry D. White John A. Ryan	Chrisfes L. Grant Jan M. Neal Thorne O. Ormond Florence K. Kelly
OOC	Elmer Pierson Charles W. Berg George R. Cooper	Carl H. Mallory Clayde E. Griffen Harold Jo. Carter
O. of Information	Dorion Webb Elaine M. Ryder	Donald Alford Robert A. Hill Clarenville Hendry Lorraine K. Burrough Ida A. Holmes Jack R. Towns
CMS	Stanley J. Borden John T. Kendrick Charles F. Rider Merle O. Dickens	Joseph P. Tinsley Charles J. Dean
O. of Personnel	Henry E. Shepherd Harold B. Brown	Christopher O. Hemphrey Doris E. Oliver Patrick R. Hobbs Josephine Hudson

*Also listed with county personnel.

Agency	Defcon II	Additional under Defcon I
O. of Inspector General	William J. Howell	Lester P. Condon
	Robert C. Cassidy	Louis J. Roth
	Stephen S. Sarrapede	Philip E. Shapiro
	James F. Davey	Theodore C. Haaser
	Janis M. Crawford	L. L. Gast
	Georganna J. Helal	Daniel L. Wininger
		Leland F. Marland
		Ruth Mullins
		Bernard R. Barton
O. of P&O and Administrative Services Support Cadre (Communications, Records, etc.)	Donald P. Batson	James H. Austin
	N. Robert Bear	Mary A. Barton
	Elizabeth M. Buck	Hugh W. Berger
	Ruth R. Connor	Margaret Bowers
	A. Vernon Detwiler	Elmo Bryan
	Sarah E. Elliott	Ruth Calpin
	Marlin C. Galbraith	Marcelle Finan
	Samuel L. Gardiner	V. Samuel Gunther
	Jane Greiner	Evelyn Hansen
	William H. Hillenbrand	Betty Henderson
	Margaret K. Hobbs	Ralph G. McIntyre
	Leroy T. Milbourne	Van O. Milton
	Josephine M. Laboda	Marion Moltz
	Charles W. Moore	Julia Moran
	Robert C. Morse	Clarence A. Salisbury
	Marie Z. Steele	Margaret T. Schneider
	George E. Webster	Samuel Shaw
	Donald N. Wilson	Ida Wiesel
	Paul C. Wirth	

Attachment D

USDA EMERGENCY MANAGEMENT CADRES AND AIR RAID ASSIGNMENTS

Cadre No. 1

Secretary Freeman
Nyle C. Brady
Thomas R. Hughes
Dorothy H. Jacobson
S. R. Smith
George H. Walter
Audrey L. Warren

Cadre No. 2

Charles S. Murphy
John A. Baker
Horace D. Godfrey
Colette M. Kennedy
Roy W. Lennartson
Robert S. Reed
Edward M. Shulman
Madeline J. Sibley
James L. Sundquist

Cadre No. 3

George L. Mehren
John C. Bagwell
Robert P. Beach
Robert T. Beall
A. A. Brown
George A. Dice
Ruth B. Fincher
George R. Grange
George W. Irving
W. A. Minor
John A. Schnittker
William R. VanDersal

Cadre No. 4

Joseph M. Robertson
Carl B. Barnes
Kenneth M. Birkhead
Teresa M. Colo
Lester P. Condon
Janis M. Crawford
Leroy A. Edwards
Louise M. Goldfarb
Charles L. Grant
Omer W. Herrmann
Francis R. Mangham
Donald M. Mitchell

AIR RAID SHELTER ASSIGNMENTS:

Cadre No. 1 - Secretary's Dining Room in the basement of the Administration Building.

Cadre No. 2 - Office in Sub-basement at north end of garage under Court 1, South Building (can be reached by going down the stairs at north end of Wing 2 - South Building).

Cadre No. 3 - Office at south end of Central Supply in Sub-basement under Court 3. (Best entrance from stairs at south end of Wing 3).

Cadre No. 4 - Sub-basement at extreme southwest corner of Wing 7 of South Building.

Attachment C

Advance Staff to Prepare USDA
Relocation Site for Operations

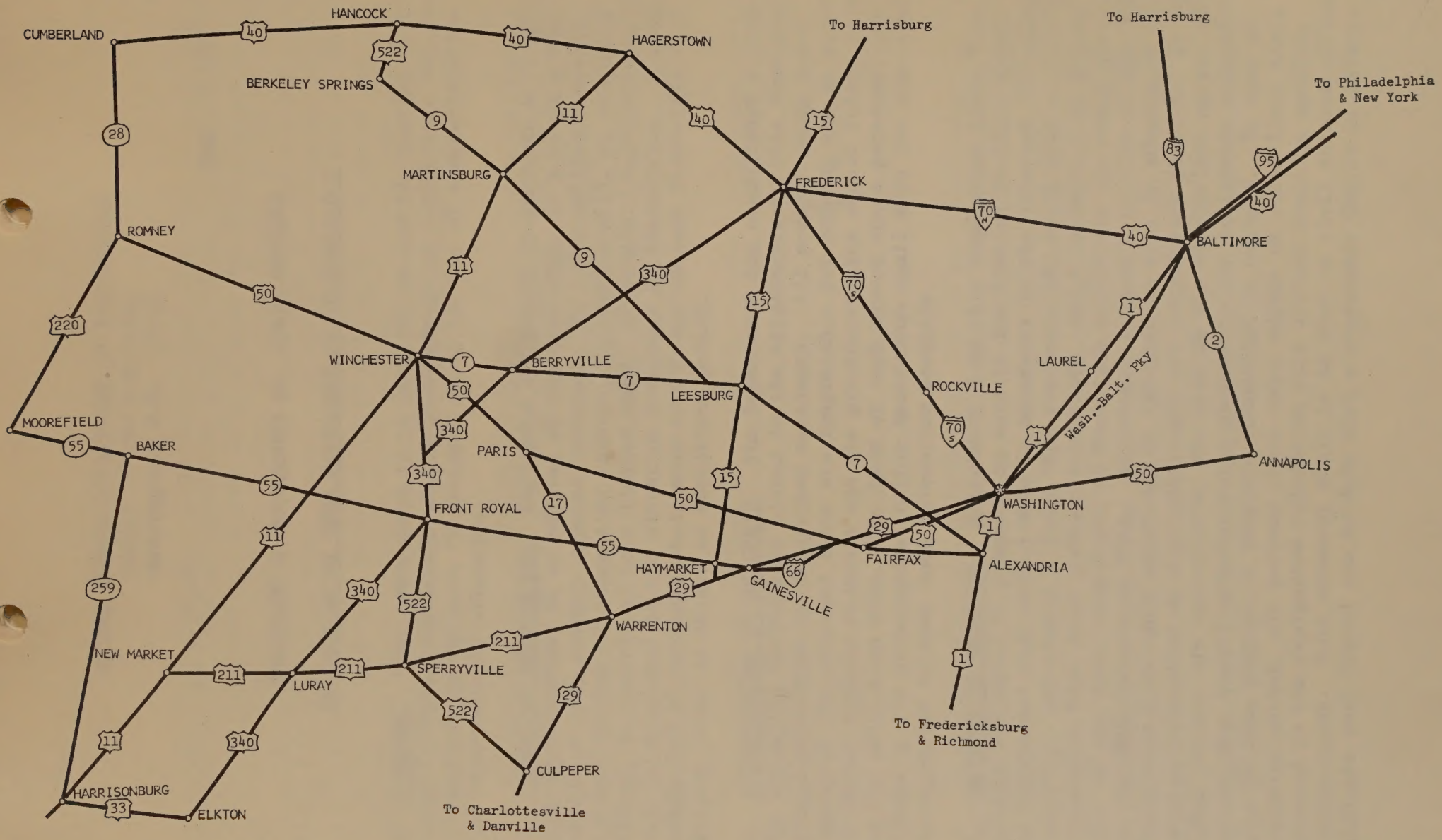
In case that the international situation deteriorates and it appears probable that a relocation of Federal officials may be ordered, the following persons shall be prepared to move to the USDA Relocation Site. Their assignment will be to ready this site for use in case a relocation of part or all of those other persons listed in Attachment B is ordered. 1/

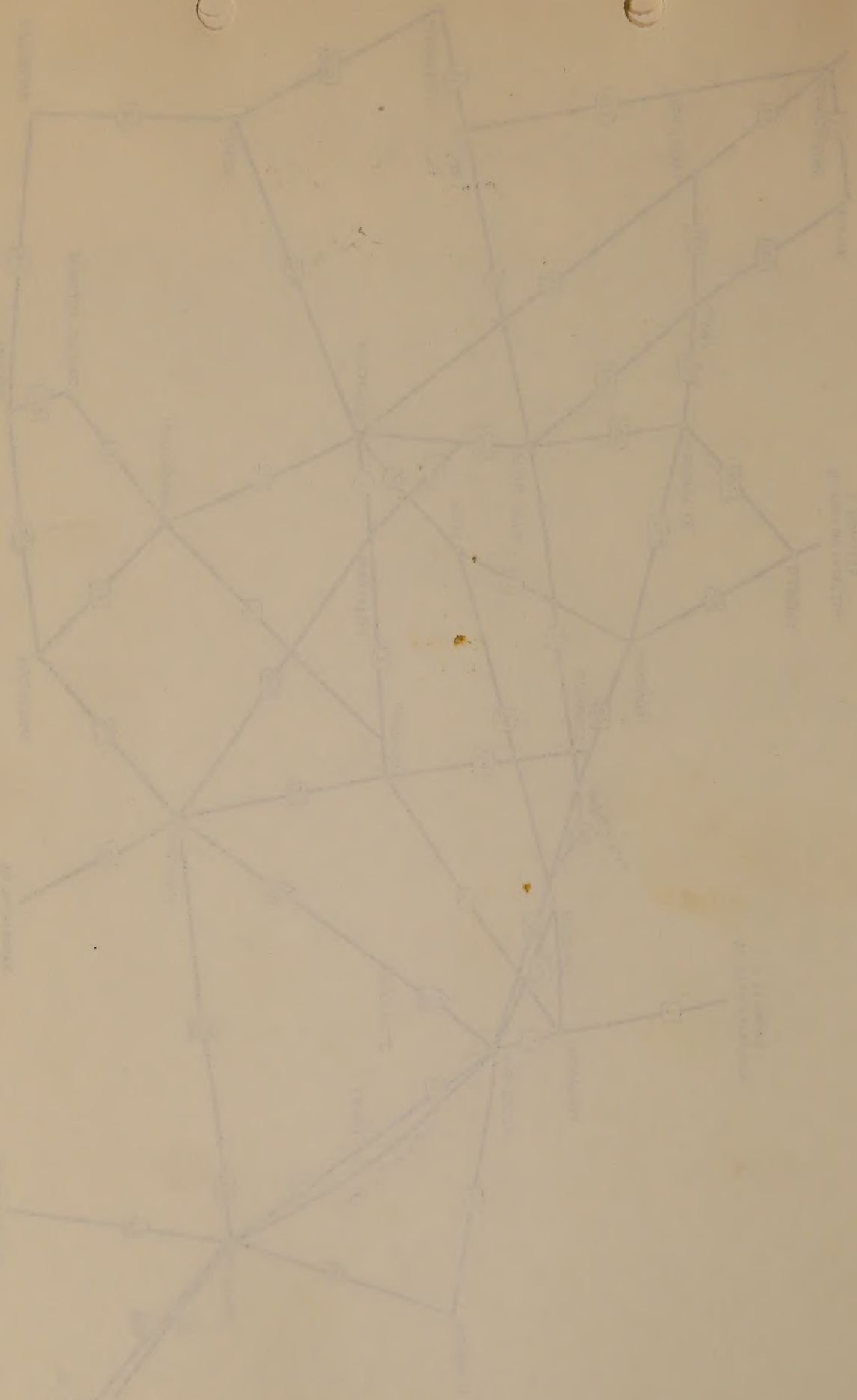
Donald M. Mitchell
Howard J. Simons
George E. Webster
William H. Hillenbrand
Margaret K. Hobbs
N. Robert Bear
LeRoy T. Milbourn
Charles W. Moore
Donald N. Wilson

1 Stanley J. Dorick

urse will be

1/ Persons shown on this list are also listed on Attachment B.


CUMBERLAND
HANCOCK
HAGERSTOWN
BERKELEY SPRINGS
MARTINSBURG
FREDERICK
ROMNEY
WINCHESTER
BERRYVILLE
LEESBURG
ROCKVILLE
LAUREL
BALTIMORE
ANNAPOLIS
WASHINGTON
MOOREFIELD
BAKER
PARIS
FRONT ROYAL
HAYMARKET
GAINESVILLE
FAIRFAX
ALEXANDRIA
WARRENTON
NEW MARKET
LURAY
SPERRYVILLE
CULPEPER
HARRISONBURG
ELKTON
Wash.-Balt. Pky
To Harrisburg
To Harrisburg
To Philadelphia & New York
To Fredericksburg & Richmond
To Charlottesville & Danville



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

May 5 1966

SECRETARY'S MEMORANDUM NO. 1562, REVISED

Relocation of USDA Personnel in an Emergency

1. PURPOSE. This memorandum is to list and to provide partial instructions to those individuals with defense emergency assignments who would be expected to relocate to prepared sites in case of a deterioration in the international situation.

2. TIMING OF RELOCATION. Employees designated to relocate will do so only on directions of my office, by the President, or a warning that an attack on this country appears imminent. As a precautionary measure during a period of increasing tension, relocation will, in all probability, be restricted to a limited number of people. Additional people will be relocated if the situation continues to deteriorate. All persons designated to relocate shall move to the appropriate relocation site as quickly after an attack as conditions permit.

3. NOTIFICATION TO RELOCATE. The Department has established a procedure for notifying individuals listed in the Attachments to this Memorandum should relocation be determined necessary. All persons whose names appear on the attached lists are responsible for knowing who is authorized to direct them to relocate and the procedures they should follow in moving to the relocation site. The head of each agency whose personnel are listed in the Attachments to this Memorandum shall make the necessary arrangements to make such relocation possible.

4. PERSONS TO RELOCATE. Attachment A to this Memorandum lists those persons who shall be prepared to move to the Special Facility should it be determined that such a move is necessary in the interest of national security. Attachment B lists USDA personnel who would move to the USDA Relocation Site under similar conditions, and Attachment C is a partial list of the total complement of Executive Reservists who would also move to the USDA Relocation Site. Attachment D lists a portion of the USDA Relocation Site cadre which may be directed to move in advance of any general relocation as a precautionary and preparatory measure. If designated persons are unavailable, the head of the appropriate agency shall assure that qualified substitutes proceed to the designated relocation site in case partial or complete relocation is ordered. In case of surprise attack, all persons whose names appear on these lists shall proceed to the designated relocation site without awaiting specific instructions. Such movement shall be as soon as civil defense officials indicate such travel can be done with a reasonable degree of safety.

NATIONAL DEFENSE 71

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1562, REVISED

Relocation of USDA Personnel in an Emergency

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5. ORDER OF RELOCATION. It is anticipated that under a deteriorating international situation relocation might be phased. Attachments A and B list in the left-hand column those persons who should be prepared to be in the initial relocation cadre, and those listed in the right-hand column would be expected to move if conditions continue to deteriorate. Those listed on Attachment D may have been relocated earlier to prepare the USDA Relocation Site for the arrival of the larger USDA Relocation Site cadre. However, should it be determined that an attack appears imminent, it may be necessary to direct that all listed persons would relocate at the same time. As indicated previously, no preattack relocation will be undertaken except under the conditions specified in paragraph 2 above.

6. RESPONSIBILITIES OF PERSONS RELOCATING. It will be the responsibility of persons relocated to prepare for and to assume the defense responsibilities assigned to them or to their agency under Chapter 4, Title 1, of the Administrative Regulations. The head of each agency may determine the degree to which regular functions will be carried out from the relocation site during any preattack relocation. Agencies shall prepare to issue directions to their field staffs from relocation sites should the situation require.

7. PREPARATION FOR RELOCATION. In order to have the USDA Relocation Site readied for the arrival of designated cadres, plans provide for an advance party, made up of Relocation Site administrative, operations and communications personnel, to be moved on the first indication of possible danger. This will correspond with a Defcon III situation. Members of this advance party are listed in Attachment D. Relocation of personnel with defense assignments would follow if increased tension makes such a move appear desirable.

8. RELOCATION AFTER AIR RAID WARNING. If an air raid warning is announced during working hours, and before the cadres have left their offices, cadre members shall take cover in shelter areas in their building and remain there until advised to leave. Attachment E indicates persons responsible for directing emergency operations in the Washington, D.C., area office buildings during the take-cover period.

9. EMERGENCY RECORDS. Each person and agency is responsible for assuring that those records essential to their emergency assignment are maintained at the relocation site.

10. CANCELLATION OF PREVIOUS INSTRUCTIONS. Secretary's Memorandum No. 1562 dated August 12, 1964, is hereby superseded.

Attachments

Attachment A

SPECIAL FACILITY

The personnel listed below will make up the USDA contingent at the Special Facility. Those listed under Defcon II would move on orders of the Secretary. On Defcon I, the additional people listed would join them.

Agency	Defcon II	Additional under Defcon I	Alternates
Office of the Secretary	Robert S. Reed Madeline J. Sibley	John A. Schnittker John A. Baker George L. Mehren	
ASCS	Bruce M. Easton ~~Clifford Pulvamacher~~ Jean M. Belton Clifford Pulvermacher	Edwin A. Jaenke Lionel C. Holm Joseph B. Long C. Hilary Moseley William Shofner	F. Gooch Fitzgerald Roland O. Stelzer
FHA	Floyd F. Higbee		
Economics Group (Incl. ERS & SRS)	Harry C. Trelogan	Nathan M. Koffsky	M. L. Upchurch
C&MS	John C. Blum Sue Ellen Toms	S. R. Smith Roy Lennartson Harold Breimyer Howard P. Davis George A. Dice Nellie J. Fowler	George R. Grange Clarence Girard
ARS	Francis J. Mulhern Donald R. Shepherd	George Irving, Jr. ~~Francis B. Critzer~~ Frances B. Critzer	Donald Miller
O. of Information	Harold R. Lewis		Harry P. Clark, Jr.
FAS	Raymond A. Ioanes ~~Dr. Max Rubel~~ Raymond E. Vickery		
SCS	D. A. Williams T. B. Gardiner		
OGC	Edward M. Shulman		John C. Bagwell
FES	L. H. Davis		
O. of Personnel	Max P. Reid		Erwin R. Draheim
FS	Clare Hendee Roy W. Olson	Edward P. Cliff Boyd L. Rasmussen	Betty J. Baker

Attachment A

SPECIAL FACILITY

The personnel listed below will make up the USDA contingent at the Special Facility. Those listed under Defcon II would move on orders of the Secretary. On Defcon I, the additional people listed would join them.

Agency	Defcon II	Additional under Defcon I	Alternates
Office of the Secretary	Robert S. Reed Madeline J. Sibley	John A. Schnittker John A. Baker George L. Mehren	
ASCS	Bruce M. Beaton Clifford Pulvermacher	Edwin A. Jaenke Lionel C. Nola Jean M. Belton Joseph B. Long C. Hilary Moseley William Shofner	F. Gooch Fitzgerald Roland O. Steiger
FHA	Floyd F. Higbee		
Economics Group (Incl. ERS & SRS)	Harry C. Trelogan	Nathan M. Koffsky	M. L. Upchurch
CCLS	John C. Blum Sue Ellen Toms	S. R. Smith Roy Hamerlson Harold Breidger Howard P. Davis George A. Pike Nellie J. Fowler	George R. Grange Clarence Girard
AMS	Francis J. Mulhern Donald R. Shepherd	George Irving, Jr. Frances B. Critzer	Donald Miller
O. of Information	Harold R. Lewis		Harry P. Clark, Jr.
FAS	Raymond A. Joanes Raymond E. Vickery		
SCS	D. A. Williams T. R. Gardiner		
OEC	Edward M. Shulman		John C. Baggett
FRS	L. H. Davis		
O. of Personnel	Max P. Reid		Erwin R. Durbrow
PS	Clare Hendee Roy W. Olson	Edward P. Cliff Boyd L. Rasmussen	Betty J. Baker

Agency	Defcon II	Additional under Defcon I
C&MS (Continued)		William G. Langston
		R. W. Laubis
		William C. Laxton
		Francis M. Lee
		Joseph H. Lott
		Robert W. March
		Margaret V. Marshall
		Donald S. Matheson
		Janet M. McFadden
		Malvin E. McGaha
		Stanley McMahon
		Harold E. Meister
		Carl J. Miller
		Hermon I. Miller
		Carl J. Mulert
		Edward A. Murphy
		Mildred C. Mussante
		Wilma E. Oppelt
		Edward J. Overby
		Clarence H. Pals
		Frances L. Paulk
		David M. Pettus
		Robert H. Philbeck
		Robert E. Poline
		Marian V. Powers
		Stanley C. Rademaker
		John T. Reeves
		Andrew C. Robison
		Donald A. Russell
		Harry A. Rust
		Marvin M. Sandstrom
		Leon Schilt
		Martha G. Scott
		Carol B. Smith
		Eva G. Snyder
		Robert K. Somers
		Elaine K. Steffer
		Homer F. Taylor
		Franklin Thackrey
		Lucile P. Townsend
		James D. Tuggle
		W. Edmund Tyler
		Henry J. Uhler
		Eva C. Whaling
		Marjorie L. Will
		Grace F. Woods
		H. H. Woodworth

Agency

Cases (Continued)

Defcon II

Additional under Defcon I

William G. Langston
R. V. Laszlo
William C. Lawton
Francis M. Lee
Joseph B. Lore
Robert W. Mirch
Margaret V. Marshall
Donald S. Mathison
Janet M. McFadden
Melvin E. McCabe
Stanley McMahon
Harold S. Meixler
Carl J. Miller
Herman I. Miller
Carl J. Mohrt
Edward A. Murphy
Mildred C. Muscarella
Wilma E. Oppelt
Edward J. Overby
Clarence M. Peek
Frances L. Pauik
David M. Pelton
Robert H. Philbeck
Robert E. Poling
Marian V. Powers
Stanley C. Radomsker
John T. Reeves
Andrew C. Robison
Donald A. Russell
Harry A. Rust
Mervin H. Sandstrom
Leon Schilt
Martha Ann Smith
Carol P. Smith
Eva G. Snyder
Robert K. Somers
Elaine K. Stoffer
Homer F. Taylor
Franklin Thackery
Lucile T. Townsend
James D. Tuggle
W. Edmund Tyler
Henry J. Ufker
Evangeline Wakeley
Marjorie L. Watt
Grace R. Woods
H. H. Woodworth

Attachment B

USDA RELOCATION SITE

The personnel listed below are scheduled to move to the Department's Relocation Site in case of an emergency. Those listed under Defcon II will move when directed to do so by the Secretary. On declaration of a Defcon I situation, the additional people listed should be prepared to join the group that moved earlier, but will move only when directed to do so by the Secretary.

Agency	Defcon II	Additional under Defcon I
C&MS	Billie B. Baxter	Charlotte R. Adkins
	Ernest R. Bergeron	R. B. Albritton
	John M. Buhl	Bernadette Belcher
	J. W. Coddington	~~Catherine M. Beck~~
	Mary C. Dillon	Glenn G. Bierman
	Albert J. Doub	Frank E. Blood
	Neill W. Freeman	Walter T. Borg
	Clarence H. Girard 1/	Arthur E. Browne
	George R. Grange 1/	Thelma Burnette
	Gerald A. Harbaugh	Donald A. Campbell
	Clyde B. Hawkins	~~Patricia Campbell~~
	Fred Hazelwood III	William O. Caplinger
	Ernest J. Holcomb	Nova W. Clark
	Clyve W. Jackson	William E. Combs
	Klemens F. Johnson	Jefferson W. Davis
	~~Eldred E. Kerr~~	John C. deHoll
	Richard Larkin	Fred Dunn
	John T. Larsen	~~Gerald Engelman~~
	James H. Lauth	Howard C. Feddersen
	Janice L. Lockard	Ruth M. Fischer
	~~Graydon S. McKee~~	Philip V. Fleming
	Michael S. Newborg	Herbert L. Forest
	John C. Pierce	W. Vincent Fowble
	Frances Reeve	Paul M. Fuller
	Irvin L. Rice	Hugh R. Gallagher
	La Vanus Sanders	David R. Galliart
	Mathilda P. Schlicht	J. W. Gannaway
	Eldon E. Shaw	Joseph C. Genske
	James Toomey	Imogene R. Gruber
	Samuel C. Vanneman	Floyd F. Hedlund
	L. Kenneth Wright	Henry G. Herrell
	Carl D. Cason	Arthur J. Holmaas
		Paul E. Huber
		W. Kenneth Hull
		Jacob R. Idol
		Ernest A. Jenkinson
		Isabelle M. Kelley
		Bernard W. Kempers
		H. Connor Kennett
		Fern L. Kidwell
		John J. Kiracofe
		~~Nathan Koenig~~
		Paschal O. Drake, Jr.

Agency	Defcon II	Additional under Defcon I
C&MS (Continued)		Steven E. Wrather Lawrence Zeleny
ARS	Robert J. Anderson Philip D. Cazier Kathryn E. Cronister William C. Crow Thomas G. Darling George F. Fries Joseph W. Gentry Earl R. Glover Walter R. Heald Leo G. K. Iverson Donald W. Johnson Ilma R. Kilby Josephine E. Lauth Ruth M. Leverton Bette J. Little Ethel A. Marceron Ronald G. Menzel Norvan L. Meyer Donald Miller 1/ Carmela G. O'Brien Archibald B. Park Wilbur T. Pentzer Esther F. Phipard Carole A. Pyle James E. Reynolds Frances I. Richards Herman A. Rodenhiser Frederic R. Senti	Christine L. Aylor Janie W. Bacon Dorothy E. Barr Ned D. Bayley Victor H. Beach Selma Board Herbert C. Bradshaw Emory D. Burgess Walter M. Carleton Faith Clark Lula Ann Conrad Donald E. DeTray Frank E. Dow Talcott W. Edminster Willis A. Gortner Hugo O. Graumann Robert E. Hardenburg Mildred Hickman Raymond W. Hoecker Frederick A. Johnston Robert P. Jones Edward F. Knipling Robert L. Knudson Leona W. LaForais Talmadge W. Little Margaret Main Irene G. Martin John P. McAuley Lovona E. Miller Marion W. Parker Shirley B. Potter Robert B. Rathbone Robert F. Reitemeier John S. Riss Byron T. Shaw Ralph W. Sherman Katharine A. Silberhorn Joseph F. Spears Norman C. Teter H. Rex Thomas Justus C. Ward Jane L. Wessells Edward J. Wilson Gilbert H. Wise

Agency	Section II	Additional under Section I
USIA (Continued)		
	Robert J. Anderson	Christine L. Aylor
	Philip D. Chelen	Janie W. Bacon
	Kathryn S. Chumley	Dorothy E. Barr
	William G. Crow	Ned D. Bayley
	Thomas C. Darling	[illegible]
	George F. Fries	Selma Bond
	Joseph W. Gentry	Herbert C. Brandow
	Earl S. Glover	Emory O. Burgess
	Walter R. Heald	Walter M. Charleston
	Leo O. K. Iverson	Faith Dirk
	Donald W. Johnson	Lucie Ann Conrad
	Ilma R. Kirby	Donald R. Defrey
	Josephine E. Leath	Frank S. Dow
	Ruth N. Leverton	Talcott W. Edminster
	Bette J. Little	Willis A. Gutenkauf
	Ethel A. Mancuso	Hugo O. Grossmann
	Donald O. Mensel	Robert E. Harrenberg
	Norman L. Meyer	Mildred Hickman
	Donald Miller 1/	Raymond W. Hoecker
	Carmela O. Orsecco	Frederick A. Johnston
	Archibald B. Park	Robert P. Jones
	Wilbur T. Penteer	Edward F. Kellering
	Esther F. Pickard	Robert L. Knudson
	Carole A. Pyle	Leona W. LaFurgia
	James E. Reynolds	Talmadge W. Little
	Frances I. Richards	Margaret Main
	Herman A. Rosenblatt	Irene O. Martin
	Frederic R. Sault	John F. Mealey
		Doreen B. Miller
		Marion W. Parker
		Shirley A. Porter
		Robert B. Rathbone
		Robert F. Reichmeier
		John B. Rigg
		Byron T. Shaw
		Ralph W. Sherman
		Katharine A. Silberborn
		Joseph F. Spears
		Norman C. Tiller
		H. Lee Thomas
		Justus C. Ward
		Jane L. Wassells
		Edward J. Wilson
		Gilbert H. Winn

Agency	Defcon II	Additional under Defcon I
ASCS	Joyce Arrington	B. G. Andrews
	Robert P. Beach	Allen T. Arnason
	John C. Brown, Jr.	Linwood K. Bailey
	Margaret S. Campbell	Roland F. Ballou
	Clyde F. Clark	Rose Marie Beattie
	Roy M. Clark	Mary K. Benway
	Judith M. Cook	Robert S. Bergland
	Velma Crank	F. Wainwright Blease
	Emil F. Dietsch, Jr.	John W. Bolish
	Harland N. Doughty	Regina D. Boyle
	Bennett D. Ensley	James T. Burnett
	Judson E. Evans	Joseph A. Carter
	F. Gooch Fitzgerald 1/	Joseph W. Clifton
	Arthur A. Garda	J. Frank Cooke
	Taylor V. Henderson	Celia A. Costello
	Andrew A. Johnstone	Charles M. Cox
	William P. Jones	Jessie B. Darnall
	Roy J. Jordre	James A. Davis
	Humbert S. Kahle	E. R. DeMasters
	Evelyn P. Keeler	Eston E. Dennard
	Beverley J. Leja	Eleanor Dulka
	Clara A. Lester	M. L. DuMars
	Paula J. Mansberry	Karen R. Durr
	Edwin H. Matzen	Joanne S. Dyakon
	Eloise Mauck	James B. Dyess
	Daniel McGarry	Madeliene Eheart
	Warren Myers	Harlan J. Emery
	Russell V. Oliver	Everett H. F. Felber
	James V. Scala	Ray V. Fitzgerald
	Harold H. Shepherd Shepard	Carolyn L. Flood
	Howard J. Simons	Claude B. Freeman, Jr.
	David Smith	Lois L. Gardiner
	Roland O. Stelzer 1/	Horace D. Godfrey
	Estelle H. Wilson	Gloria Gonsman
		Francis H. Hankes
		K. P. Harris
		John P. Haughey
		Robert P. Hieronymus
		Lloyd I. Holmes
		Audrianne W. Homrock
		Ole S. Homstad
		John L. Hoover
		James M. Hunt, Jr.
		Ruth E. Johnston
		Woodrow E. Jones
		Edward Karpoff
		Virginia E. Kazee
		Marden D. Kimball

Agency	Section 11	Additional under Section 1
ABOS	Joyce Arlington	E. C. Andrews
	Robert P. Beach	Allen T. Arneson
	John C. Brown, Jr.	Lamond M. Bailey
	Margaret S. Campbell	Roland F. Bation
	Clyde P. Clark	Rose Marie Beattie
	Roy M. Clark	Mary K. Benway
	Judith M. Cook	Robert S. Berglund
	Velma Crank	T. Walmsley Blease
	Emil P. Dietsch, Jr.	John W. Bolish
	Harland N. Doughty	Regina D. Boyle
	Bennett D. Emsley	James T. Burnett
	Judson E. Evans	Joseph A. Carter
	F. Cooch Fitzgerald 1/	Joseph W. Clifton
	Arthur A. Garda	J. Frank Cooke
	Taylor V. Henderson	Celia A. Courello
	Andrew A. Johnstone	Charles M. Cox
	William F. Jones	Jessie B. Daniels
	Roy J. Jordan	James A. Davis
	Humbert J. Kahle	E. F. Dehaeters
	Evelyn P. Keeler	Elton L. Dennard
	Beverley J. Leja	Eleanor Dulla
	Clara A. Lester	M. L. Dunbar
	Paula J. Mansberry	Karen R. Durr
	Edwin H. Matson	Joanne B. Dykon
	Eloise Mauck	James B. Dyess
	Daniel McCarry	Madeline Ebert
	Warren Myers	Marian J. Emery
	Russell V. Oliver	Everett H. F. Kelber
	James V. Scala	Ray V. Fitzgerald
	Harold R. Markham Shepard	Carolyn L. Flood
	Howard J. Simons	Claude B. Freeman, Jr.
	David Smith	Doris L. Gardiner
	Roland O. Stelzer 1/	Horace D. Godfrey
	Estelle H. Wilson	Gloria Goodman
		Francis M. Hanbes
		K. E. Harris
		John F. Haughey
		Robert F. Hieronymus
		Lloyd L. Holmes
		Audreanne V. Hoover
		Ole S. Howard
		John L. Hoover
		James M. Hunt, Jr.
		Ruth K. Johnston
		Wouldrow E. Jones
		Edward Kargoff
		Virginia L. Keese
		Marden D. Kimball

Agency	Defcon II	Additional under Defcon I
ASCS (Continued)		Mary L. King
		Esther Krikorian
		Carl A. Larson
		Judith [illegible] L. Moss
		Margaret M. Long
		Malcolm W. Maclay
		Rose D. Madigan
		John N. Mahan
		Beatrice E. Mauck
		Edward T. McCausland
		George R. McPherson
		Clyde E. Merriman
		Donald F. Miller
		Thomas H. Miller
		Richard E. Moody
		Lucille H. Moriarty
		John I. Morton
		Joseph A. Moss
		Catherine J. Moushegian
		T. Scott Mowry
		Tom O. Murphy
		A. J. Nemshick
		Mildred R. Paolo
		Ferde Penfield
		Kenneth O. Peters (REA)
		Cecilia P. Petrone
		Reed A. Phillips
		Patsy R. Poe
		Ralph H. Raper
		Fred G. Ritchie
		George L. Robbins
		Edwin F. Rollins
		Emmett J. Schoen
		J. J. Somers
		Phyllis Spain
		Janet Springer
		Kennard Stephens
		Ward S. Stevenson
		Nona C. Tannehill
		James E. Thigpen
		Arthur T. Thompson
		J. Murray Thompson
		Claude G. Turner
		Jean B. Turner
		Kenneth E. Valentine
		John B. Vance
		Herbert B. Wagner
		Charles E. Wallace
		Wilson E. Westbrook
		Bruce H. Whitenight

Agency	Balloon II
ASCS (Continued)	

Agency	Defcon II	Additional under Defcon I
CSRS	Theodore C. Byerly Harold C. Knoblauch	George F. Burks Henry A. Dunn Clifford M. Ringuette Thomas S. Ronnigen James Turnbull
FAS	John H. Dean William F. Doering ~~C. R. Eskildsen~~ W. A. Minor Donald M. Rubel	A. R. DeFelice J. P. Hartman John I. Kross L. L. Ostroot P. B. Pauli W. N. Starkey Thomas E. Street Samuel L. Crockett Olav F. Anderson Charles H. Barber G. E. Sindelar Hugh V. Robinson
FCIC	M. Eldon Colby Ross A. Dimock John N. Luft	H. Eugene Harker Joe R. McWilliams Jack H. Morrison Ernest C. Neas
FES	Phillip F. Aylesworth Charles W. McDougall Robert J. Pitchell	Helen K. Brock Ralph E. Groening Buel F. Lanpher Carole L. Melton Paul O. Mohn Bryan M. Phifer Evelyn B. Spindler
FHA	J. Virgil Highfill Robert C. Leary	Howard Bertsch William R. Cullinan Jack Frost Bernard H. Polk Helen Ritnour ~~Georgina Roy~~ James Somerville C. H. VanNatta M. H. Williams Georgina Roy
FS	~~Elmer M. Baron~~ Betty J. Baker 1/ Milton M. Bryan Craig C. Chandler Edith D. Clark Arthur W. Greeley James W. Jay Allen J. Logan Merle S. Lowden Lorraine Macebo Eliot W. Zimmerman	Elva L. Anderson Keith R. Arnold Jack S. Barrows Byron B. Beattie Carl E. Burgtorf James J. Byrne William F. Clarke Russell T. Cloninger Richard J. Costley Clint Davis

Agency	Defcon II	Additional under Defcon I
CSHS	Theodore C. Byerly Harold C. Knoblauch	George E. Burke Henry A. Dunn Clifford M. Mangotte Thomas S. Kominsen James Turnbull
FAS	John H. Dean William T. Doering Frederick Kirkham W. A. Minor Donald M. Rubel	A. R. Delelios Olby P. Anders J. P. Herriman Charles H. Dei John L. Kross G. E. Stadelm L. J. Osterud Hugh V. Boehn P. R. Pauli W. K. Stanley Thomas E. Steckel Samuel O. Crocker
FCIC	M. Elton Colby Rose A. Dimock John N. Dorr	H. Eugene Barker Joe E. McWilliams Jack B. Morrison Ernest O. Rees
FCI	Phillip T. Aylesworth Charles W. McDougall Robert J. Pritchett	Helen K. Brock Ralph E. Groesbeck Hazel V. Lansdon Carole L. Melton Paul O. Nohn Bryan M. Shiver Evelyn B. Spindler
FHA	J. Virgil Mighell Robert O. Lacey	Howard Borreson William M. Cullinan Jack Frost Raymond H. Mull Helen Skinner Geoffrey Story James Somerville O. R. Vaughan M. D. Williams Dorothy Day
FS	Theodore Bacon Robert J. Baker II Milton M. Bryan Craig O. Chandler Edith D. Clark Arthur W. Greeley James W. Jay Allen J. Logan Merle S. Lowden Lorraine Macchio Ellok V. Zimmerman	Elva L. Anderson Keith R. Arnold Jack S. Barrows Byron B. Beattie Carl E. Bungarz James J. Byrne William F. Clarke Kenneth J. Clontinger Richard J. Coerley Clint Davis

Agency	Defcon II	Additional under Defcon I
FS (Continued)	Barbara E. McIntire	Reginald M. DeNio
	William R. Moore	Robert S. Dimmick
	John M. Pierovich	Allen J. English
	Herbert S. Schmidt	Gordon D. Fox
	Chester A. Shields	Dorothy M. Hawkins
	Eliot W Zimmerman	Harry E. Howard
		William M. Irby
		H. R. Josephson
		C. Agnes Keane
		Cleve Ketcham
		Arlene M. Martin
		William B. Morton
		Marion M. Nelson
		Thomas C. Nelson
		Edward Ritter
		Benjamin Spada
		Albert W. Sump
		Glenn C. Todd
		George Vitas
		Rogetta C. Waldo
		~~Charles Rxx Weller~~
		Harold F. Zornig
REA	Robert T. Beall	Donnan E. Basler
	William Morris	William H. Callaway
	Walter Wolff	Norman M. Clapp
		Harold F. Clark
		Viola C. Davis
		Richard A. Dell
		Donald B. Hase
		William J. Hauck
		Hoburg Lee
		Raymond W. Lynn
		Thomas J. McDonough
		Joseph E. O'Brien
		Edgar F. Renshaw
		Henry C. Starns
		Leslie Surginer
		Edward F. Wilson
		Richard H. Wood
		Evelyn M. Yowell
SCS	C. H. Dorny	N. A. Berg
	C. J. Francis	R. M. Dailey
	C. E. Kellogg	Enid Green
	V. C. Mohagen	Kathryn Ondreyka
	Gladwin E. Young	W. R. Van Dersal

Agency	Defcon II	Additional under Defcon I
ERS	Robert E. Olson M. L. Upchurch 1/ Robert M. Walsh	Harold Abel Martin E. Abel William R. Askew Kenneth Bachman Glen T. Barton Charles P. Butler James P. Cavin Malcolm Clough Melvin L. Cotner Grady B. Crowe Rex F. Daly Dorothy V. DeMent James R. Donald Robert V. Enochian Charles A. Gibbons William A. Green Carl P. Heisig Mina S. Hite Stanley S. Johnson Ronald D. Krenz George Kromer Donald Kuryloski William F. Lagrone Dean E. McKee Earl E. Miller Margaret F. Minehardt Delia M. Newton Kenneth E. Ogren C. Kyle Randall Wayne D. Rasmussen Robert Rizek Anthony S. Rojko Ann Sclater Morris W. Sills Will M. Simmons John H. Southern Harry A. Steele W. B. Sundquist Jacqueline Thomas George S. Tolley Robert Tontz Ivon W. Ulrey Quentin M. West
SRS	Gary D. Bearden Richard K. Smith	Charles E. Burkhead Gertrude M. Farmer Emmett B. Hannawald George D. Harrell John W. Kirkbride John J. Morgan

Agency	Detcon II	Additional under Detcon I
ERS	Robert E. Olson N. J. Upchurch 1/ Robert M. Walsh	Harold Abel Martin E. Abel William R. Ackow Kenneth Bachman Glen T. Barton Charles F. Burke James T. Cavin Malcolm Clough Melvin L. Cotner Grady B. Crowe Rex N. Daly Dorothy V. Delbert James R. Dorazil Robert V. Enoclian Charles A. Gibbons William A. Green Carl P. Helsig Mina S. Hite Stanley S. Johnson Ronald D. Krenz George Kromer [illegible] Kurylchek William F. Legrone Dean K. McKee Earl E. Miller Harpster I. Nienhardt Billie M. Newton Kenneth E. Ogren C. Kyle Randall Wayne D. Rasmussen Robert Risek Anthony S. Soglo Ann Seltzer Norris W. Stille Will H. Simmons John H. Southern Harry A. Steele W. B. Sundquist Jacqueline Thomas George S. Tolley Robert Towle Ivon V. Ulrey Quentin M. West
SRS	Gary D. Bearden Richard K. Smith	Charles F. Burkhead Gertrude H. Bryant Emmett R. Hemmerich George D. Hurrell John W. Kreidbrink John J. Morgan

Agency	Defcon II	Additional under Defcon I
SEG	Frank Lowenstein	Lester R. Brown Winn F. Finner Vernon McMinimy
O. of Secretary	Leona H. DiCandia Thomas R. Hughes Rodney E. Leonard ~~Louise Snyder~~ Patricia R. Stentz Wingate Underhill George H. Walter Betty A. Embrey	Kenneth M. Birkhead Thomas J. Flavin Dorothy H. Jacobson ~~Trienah Meyers~~ Joseph M. Robertson William M. Seabron
O. of B&F	James T. Caprio, Jr. Raymond A. Pugh	Charles L. Grant Sam H. Neel Gustav Baer
OGC	John C. Bagwell 1/ Charles W. Bucy George E. Cooper Elmer Mostow	Carl R. Bullock Harold M. Carter Claude T. Coffman
O. of Information	Harry P. Clark 1/ Zelma H. Margelos Gordon Webb	Daniel D. Alfieri Marguerite K. Newbury Shirley M. Richardson Jack H. Towers Edward E. Wilson
OMS	~~Sarah Berrie~~	Julian J. Anastasio Joseph A. Ash ~~Marie Circone~~ Mary B. Warren John C. Cooper, Jr. Clarence A. Salisbury
O. of Personnel	Erwin R. Draheim 1/ Harold P. Gross Thomas T. Townsend	Patrick F. Bottone Dora E. Oliver
O. of Inspector General	Smith Blair, Jr. Frank J. Brechenser James F. Davey Leonard H. Greess J. William Howell Margaret M. McGinty Carole A. Moran	Bernard R. Barton Lester P. Condon ~~Lucy Cassis~~ Fred Hallford Leland F. Marland Ruth Mullins Benjamin F. Robinson Louis J. Roth Daniel L. Wininger

1/ Also listed as Alternate for Element A, Special

Agency	Defcon II	Additional under Defcon I
SHG	Frank Lowenstein	Lester R. Brown Wlnn P. Timmer Vernon McMinimy
O. of Secretary	Leona H. DiGandia Thomas R. Hughes Rodney R. Leonard [illegible] Patricia R. Stents Wingate Underhill George H. Walter Betty A. Embrey	Kenneth M. Birkhead Thomas J. Flavin Dorothy H. Jacobson [illegible] Joseph M. Robertson William M. Seabron
O. of E&P	James T. Caprio, Jr. Raymond A. Pugh	Charles L. Grant Sam H. Neel Gustav Baer
OGC	John C. Bagwell Jr/ Charles W. Bucy George E. Cooper Elmer Moatow	Carl R. Bullock Harold M. Carter Claude T. Coffman
O. of Information	Harry P. Clark Jr/ Velma H. Margolos Gordon Webb	Daniel D. Affieri Marguerite K. Newbury Shirley M. Richardson Jack H. Towers Edward R. Wilson
OMB	[illegible]	Julian J. Anastasio Joseph A. Agh [illegible] John C. Cooper, Jr. Clarence A. Sutisbury
O. of Personnel	Irvin R. Draheim Jr/ Harold P. Gross Thomas T. Townsend	Patrick F. Bottone Dora E. Oliver
O. of Inspector General	Smith Blair, Jr. Frank J. Brechbeaer James F. Davey Leonard H. Greene J. William Howell Margaret M. McGinty Carole A. Moran	Bernard R. Barton Lester P. Condon [illegible] Fred Halford Leland P. Marland Ruth Mullins Benjamin F. Robinson Louis J. Roth Daniel L. Wininger

Agency	Defcon II	Additional under Defcon I
O. of P&O Administrative Services Support Cadre (Communications, Records, etc.)	Donald P. Batson ~~Elizabeth M. Buck~~ Ruth R. Connor A. Vernon Detwiler ~~Marion C. Galbraith~~ Samuel L. Gardiner Jane Greiner William Hillenbrand Margaret Hobbs Doris Kerby Leroy T. Milbourn Charles W. Moore James A. Pearo Donald N. Wilson Paul C. Wirth Marie Ciccone Obed A. Hopper	Margaret Bowers Elmo Bryan Ruth Calpin V. Samuel Gunther Evelyn Hansen Betty Henderson Ralph G. McIntyre Van O. Milton Marion Moltz ~~Clarence A. Salisbury~~ ~~Samuel Shaw~~ Ida Wiesel Joseph Haspray James H. Austin

1/ Also listed as Alternates on Attachment A, Special Facility.

Agency	Station 1/	Additional under Station 1/
O. of EEO	Donald P. Staton	Margaret Bowers
Administrative	[illegible]	Elmo Bryan
Services Support	Ruth R. Connor	Ruth Claxton
Cadre (Communi-	A. Vernon Detwiler	V. Samuel Gauthier
cations, Records,	[illegible]	Evelyn Hudson
etc.)	Samuel L. Gastiner	Betty Pendleton
	Jane Greiner	Ralph C. McIntyre
	William Hilfenbrand	Van O. Hilton
	Marguerite Hobbs	Marion Holtz
	Doris Kirby	[illegible]
	Leroy T. Milbourn	[illegible]
	Charles W. Moore	Ida Wiesel
	James A. Pesco	Joseph Dasprey
	Donald N. Wilson	James H. Austin
	Paul C. Wirth	
	Marie Giacone	
	Obed A. Hopper	

1/ Also listed as Alternates on Attachment A, Special Facility.

Attachment C

EXECUTIVE RESERVISTS

Agency	
ASCS	S. J. Beyhan
	Robert de S. Couch
	Haydn K. Evans
	J. W. Fortkamp
	Floyd E. Selim
	Stuart L. Spradling
	James L. Sutherland, Jr.
	Clarence M. Wilson
C&MS	Morton Adams
	James E. Click
	Edward H. Covell, Jr.
	John Edwin Fain
	Carl C. Farrington
	Robert J. Fisher
	Shelby A. Robert, Jr.
	T. Mackin Sexton
	Garth A. Shoemaker
	William M. Strickland
	Frank A. Todd
	Herbert T. Webb
	Howard H. White
	Robert J. Williams

Attachment C

EXECUTIVE RESERVISTS

Agency	
ASCS	S. J. Bayhan
	Robert da S. Couch
	Hayun K. Yuma
	J. W. Turkamp
	Floyd E. Salim
	Stuart I. Spradling
	James L. Sutherland, Jr.
	Clarence M. Wilson
GSMS	Morton Adams
	James E. Gilck
	Edward H. Cowsil, Jr.
	John Edwin Pain
	Carl C. Farrington
	Robert J. Fisher
	Shelby A. Robert, Jr.
	T. Macklin Sexton
	Garth A. Shoemaker
	William M. Strickland
	Frank A. Todd
	Herbert T. Webb
	Howard H. White
	Robert J. Williams

Attachment D

ADVANCE STAFF TO PREPARE USDA RELOCATION SITE FOR OPERATIONS

In case that the international situation deteriorates and it appears probable that a relocation of Federal officials may be ordered, the following persons shall be prepared to move to the USDA Relocation Site. Their assignment will be to ready this site for use in case a relocation of part or all of those other persons listed in Attachment B is ordered.

Lorraine Alexander
L. W. Gassmann
William H. Hillenbrand
Margaret K. Hobbs
Paul Knierim
LeRoy T. Milbourn
Charles W. Moore
G. E. Ryerson
Howard J. Simons
Donald N. Wilson
Obed A. Hopper

In addition to those persons listed, two secretaries (selected from Attachment B) and a nurse will be assigned to go with this group.

Attachment E

USDA EMERGENCY MANAGEMENT CADRES AND AIR RAID ASSIGNMENTS

Cadre No. 1

Secretary Freeman
Thomas R. Hughes
Dorothy H. Jacobson
S. R. Smith
George H. Walter
Audrey L. Warren

Cadre No. 2

John A. Schnittker
John A. Baker
Horace D. Godfrey
Roy W. Lennartson
Robert S. Reed
Edward M. Shulman
Alfred L. Edwards
Madeline J. Sibley

Cadre No. 3

George L. Mehren
John C. Bagwell
Robert P. Beach
Robert T. Beall
George A. Dice
Ruth B. Fincher
George R. Grange
George W. Irving
W. A. Minor
William R. VanDersal

Cadre No. 4

Joseph M. Robertson
Carl B. Barnes
Kenneth M. Birkhead
M. Teresa M. Colo
Lester P. Condon
Louise M. Goldfarb
Charles L. Grant
Omer W. Herrmann
Francis R. Mangham
Janis M. Gavai
William M. Seabron
J. W. Gannaway

AIR RAID SHELTER ASSIGNMENTS

Cadre No. 1 - Secretary's Dining Room in the basement of the Administration Building.

Cadre No. 2 - Office of the GSA Pistol Range in Sub-basement in the south-east corner under Wing 1 (can be reached by going down the stairs at south end of Wing 1 - South Building).

Cadre No. 3 - Office at south end of Central Supply in Sub-basement under Court 3. (Best entrance from stairs at south end of Wing 3).

Cadre No. 4 - Sub-Basement at extreme southwest corner of Wing 7 of South Building.

Attachment B

USDA EMERGENCY MANAGEMENT CADRES
AND AIR RADIO ASSIGNMENTS

Cadre No. 1

Secretary Freeman
Thomas K. Hughes
Dorothy H. Jacobson
S. R. Smith
George H. Walker
Audrey L. Warren

Cadre No. 2

John A. Schnittker
John A. Baker
Horace D. Godfrey
Roy W. Lennartson
Robert S. Reed
Edward M. Shulman
Alfred L. Edwards
Madeline J. Ripley

Cadre No. 3

George L. Mehren
John C. Baggwell
Robert P. Beach
Robert T. Beall
George A. Dice
Ruth B. Fincher
George R. Grange
George W. Irving
W. A. Minor
William R. VanDoresal

Cadre No. 4

Joseph M. Robertson
Carl B. Barnes
Kenneth H. Birkhead
Teresa M. Cole
Lester P. Condon
Louise M. Goldfarb
Charles L. Grant
[illegible]
Francis R. Mangham
Janis M. Cavak
William M. Seaborn
J. W. Canaway

AIR RADIO SHELTER ASSIGNMENTS

Cadre No. 1 - Secretary's Dining Room in the basement of the Administration Building.

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DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

OFFICIAL
SECRETARY'S FILES
FILED
SEC'Y'S RECORDS

April 10 1968

SECRETARY'S MEMORANDUM NO. 1562, REVISED

Relocation of USDA Personnel in an Emergency

1. PURPOSE. To provide partial instructions to those employees with defense emergency assignments who would be expected to relocate in case of a defense emergency.

2. PERSONS TO RELOCATE. The Department has named a USDA Emergency Policy Group who shall be prepared to relocate should it be determined that such a move is necessary in a defense emergency. USDA agencies have named their personnel who would relocate under similar conditions. A small portion of the agency cadres has been designated to move in advance of any general relocation as a preparatory measure.

3. EMERGENCY RELOCATION CADRES' ASSIGNMENTS. USDA personnel with defense assignments have been designated for the following two groups:

(a) USDA Emergency Policy Group: This group consists of representatives of the Office of the Secretary and twelve agencies and staff offices. This group will function at the national government relocation site.

Their purpose is to advise the Secretary on overall policy direction for both the emergency functions and modified regular programs of the U. S. Department of Agriculture in case of an attack on this country. This group will also be available for consultation with officials of other Government departments and agencies on emergency policy and program matters of mutual concern.

This group will advise the Secretary, and through him the President, of the overall effects of an attack on the availability of food, feed and fiber and necessary problem solving actions relative to food and other USDA emergency responsibilities.

(b) USDA Relocation Site Staff: This staff will direct USDA operations in case it becomes necessary in a defense emergency to relocate to the USDA Relocation Site. (Policy guidance would be provided by the Secretary and the USDA Emergency Policy Group.) Field offices would receive operating instructions and emergency program directions from this staff. Emergency plans provide for

NATIONAL DEFENSE 2-1

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

April 7 0 1980

SECRETARY'S MEMORANDUM NO. 1952, REVISED

Relocation of USDA Personnel in an Emergency

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2. PERSONS TO RELOCATE. The Department has named a USDA Emergency Policy Group who shall be prepared to relocate should it be determined that such a move is necessary in a defense emergency. USDA agencies have named their personnel who would relocate under similar conditions. A small portion of the agency cadres has been designated to move in advance of any general relocation as a precautionary measure.

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activating USDA State Defense Boards as operating units at the time relocation is ordered for the USDA national office cadre. These Boards handle emergency programs in the State at such time as direction of any major part of USDA operations is assigned to staff at the USDA relocation site. When these Boards are activated, direction will be through the Administrator or Acting Administrator of the Agricultural Stabilization and Conservation Service by whatever communications channels are available. For all activities except direction to USDA State and County Defense Boards, agency channels of authority and communications will be maintained to the extent staff and conditions permit.

4. LOCATION. The location of emergency relocation sites is classified. Agencies will advise their cadre members on their relocation site.

5. RESPONSIBILITIES OF PERSONS RELOCATING. It will be the responsibility of relocated persons to prepare for and to assume the defense responsibilities assigned to them or to their agency under Chapter 4, Title 1, of the Administrative Regulations. The head of each agency will determine the degree to which regular functions will be carried out from the relocation site during any preattack relocation.

6. TIMING OF RELOCATION. Employees designated to relocate will do so only on directions of this office, by the President, or a public notice that an attack on this country appears imminent or is under way. As a precautionary measure during a period of high international tension, a limited number of people may be directed to relocate. Additional people will be relocated if the situation continues to deteriorate. In case of an attack without warning, all USDA staff designated to relocate shall take appropriate survival measures and thereafter move to the appropriate relocation site as quickly after an attack as conditions permit.

7. NOTIFICATION TO RELOCATE. Arrangements have been made for notification of a serious defense condition to come to one of three USDA officials. The official receiving such a message will contact the Secretary, or whoever is acting for him, to determine the action to be taken. Agency designated alerting officers will then be notified of the decisions. Each agency is responsibile for having an alerting procedure for notification of all their personnel with relocation assignments and for providing procedures to be followed in relocation. Special priority arrangements for telephones for a limited number of alerters have already been arranged. It is the responsibility of each agency to inform Secretary's Records of changes in their list of persons responsible for alerting their relocation cadre members.

8. RELOCATION IN CASE OF AIR RAID WARNING. If an air raid warning is announced during working hours, and before the relocation cadres have left their offices, cadre members, like other employees, shall take cover in the designated shelter areas in their building and remain there pending further orders.

9. EMERGENCY RECORDS. The head of each agency is responsible for assuring that records essential to his agency's emergency assignments and continued operations are maintained at the relocation sites.

10. CANCELLATION OF PREVIOUS INSTRUCTIONS. Secretary's Memorandum No. 1562 dated May 5, 1966, is hereby superseded.

John A Schnittker

John A. Schnittker
Acting Secretary

John A. Schmitteer
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 19 1964

MEMORANDUM NO. 1563

Committee on Alaskan Agriculture

To review and assess Department of Agriculture policies relative to the development of agriculture in Alaska, there is hereby established a Departmental Committee on Alaskan Agriculture. This committee will be chaired by Byron G. Allen, Assistant to the Secretary. John A. Schnittker, Director, Agricultural Economics, will be co-chairman.

The committee shall be composed of representatives of the following agencies designated by their respective agency heads and approved by the committee chairman:

Agricultural Marketing Service
Agricultural Research Service
Agricultural Stabilization and Conservation Service
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
Farmers Home Administration
Federal Extension Service
Forest Service
Office of Rural Areas Development
Rural Electrification Administration
Soil Conservation Service
Statistical Reporting Service

It will be the function of the Committee to review and to evaluate the Department of Agriculture's policies, programs, and expenditures in Alaska, to consider the role of Alaskan agriculture in the economy and welfare of the State and the Nation, and to make appropriate recommendations.

The Committee will meet on call of the chairman. The Committee will be serviced by Department personnel as needed, with James S. Ward, Assistant to the Administrator, Agricultural Stabilization and Conservation Service, serving as Committee Secretary.

Orville L. Freeman
SECRETARY

COMMITTEES (Alaskan Agriculture)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

MEMORANDUM NO. _____

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 1, 1964

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Following is a list of Secretary's numbered Memorandums which were in effect as of May 1, 1964. The listing of a memorandum implies only that it is current with respect to some, not necessarily all, of its provisions. It does not reestablish provisions which for any reason may have become obsolete. All other Secretary's numbered Memorandums may be considered obsolete. Copies of the checklist may be obtained from Secretary's Records Section, Office of Plant and Operations. Communications in regard to the contents of the checklist may be also directed to that Section.

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1527	1-17-63	Field Employees Directed to Stress Need for Anti-Fallout Shelter Measures During Meetings with Rural People in Next Few Months
1526	1-10-63	Perishable Agricultural Commodities Act Industry Conference Group
1525 S-1	12-31-63	Joint Task Force on USDA-State Departments of Agriculture Cooperative Arrangements
1525	12-28-62	Joint Task Force on USDA-State Departments of Agriculture Cooperative Arrangements

Number	Date	Subject
1524	12-21-62	Strengthening of Internal Audit and Investigative Activities
1522	12-10-62	Improving Manpower Controls and Utilization
1521	12-5-62	Developing USDA Managers
1519	11-2-62	National Tobacco Industry Advisory Committee
1518	11-2-62	Development and Administration of Cropland Conversion Programs Under Section 101, Food and Agriculture Act, 1962
1517	11-2-62	Rural Renewal Program
1516	11-2-62	Income-producing Recreation Enterprises on Rural Non-Federal Lands
1515	11-2-62	Resource Conservation and Development Projects
1514	10-19-62	Management Improvement Project System
1513	10-18-62	Liaison and Coordination with the Executive and Legislative Branches on Internal Audit and Investigation Activities
1512 S-1	6-20-63	Departmental Weed Committee
1512	9-20-62	Departmental Weed Committee
1511 R	6-26-63	The Security Program in the Department of Agriculture
1509	7-31-62	Departmental Computer Centers
1505	7-6-62	Family Farm Policy Study
1504	7-2-62	Coordination of Services to Family Farms
1503 S-1	8-27-62	Office of the Inspector General
1503	6-25-62	Establishment of Office of Internal Audit and Inspection
1501	5-28-62	Verbal Instructions
1498 S-1	6-12-62	Committee on Agricultural Science
1498	4-16-62	Committee on Agricultural Science
1494	2-13-62	International School Lunch Program Expansion Study Committee
1493	2-8-62	Advisory Committee on Hog Cholera Eradication
1492 S-3	5-20-63	Liaison with GSA for County Type Office Space

Number	Date	Subject
1492 S-2	3-22-62	State Administrative Committees
1492 S-1	3-22-62	Assignment of Responsibilities
1492	2-2-62	Consolidated Offices and Common Services
1490 R	2-7-63	Establishment of USDA National Defense Board
1488	2-1-62	Cooperation With Soil and Water Conservation Districts
1487	1-26-62	Stabilization Advisory Committee on Peanuts
1485 R	7-27-62	Policy with Respect to Credit Institutions in Rural Areas Development Program
1483	12-29-61	Stabilization Advisory Committee on Potatoes
1482 S-1	3-20-62	Manpower Utilization
1482	1-2-62	Manpower Utilization
1481	11-17-61	Advisory Committee on Cotton
1480	12-18-61	Stabilization Advisory Committee on Milk and Dairy Products
1479	12-15-61	Self-Survey of Department Operations
1478 S-2	3-14-63	Committee on Food Processing in Developing Countries
1478	12-11-61	Committee on Food Processing in Developing Countries
1476	12-7-61	Checking Economic Data and Analyses for Public Release
1473	11-15-61	Advisory Committee on Rural Areas Development
1472 S-1	4-24-62	Designation of Chairmen of USDA State and County Defense Boards
1472	11-2-61	Designation of Chairmen of USDA State and County Defense Boards
1470	10-20-61	Committee on Deferment of Department Employees
1465	8-28-61	Training in Administrative Management Work Group
1464 R S-1 R	9-30-63	U.S.D.A. Land and Water Policy Committee
1464 R	11-2-62	U.S.D.A. Land and Water Policy Committee
1456 R	4-27-64	Budget Committee
1455 R S-1	12-13-62	USDA Liaison Committee on the Great Plains

Number	Date	Subject
1455 R	11-29-62	USDA Liaison Committee on the Great Plains
1454 R	9-27-63	Members of the General Administration Board of the Graduate School
1453 R	4-15-64	Appointment of Board of Directors of Commodity Credit Corporation
1450 R	4-21-64	Order in Which Assistant Secretaries Shall Serve as Acting Secretary
1449	3-24-61	Appointment of Area Chairmen to Area Agriculture Equipment Committees
1448 S-1 R	7-23-63	Rural Areas Development Program Delegation of Responsibilities Under Public Law 87-27
1448 R	9-17-63	Rural Areas Development Program
1444	8-5-60	Delegation of Authority
1438 R	4-27-64	Cafeteria Operations Committee
1432	7-1-59	Policy Regarding Industry Consultation and Use of Industry Advisory Committees in Defense Planning
1413 S-2	8-23-62	Committee on American-German Cooperation in Agricultural Research
1413 S-1	12-17-58	Committee on American-German Cooperation in Agricultural Research
1413	3-15-57	Committee on American-German Cooperation in Agricultural Research
1412 R S-2	3-28-63	Joint Committee of the Department of Agriculture and Land-Grant Universities on Training for Government Service
1412 R S-1	2-27-63	Joint Committee of the Department of Agriculture and Land-Grant Universities on Training for Government Service
1412 R	1-15-63	Joint Committee of the Department of Agriculture and Land-Grant Universities on Training for Government Service
1408	12-10-56	Great Plains Program Inter-agency Group
1407 R	12-29-61	Appointment of Advisory Board of Commodity Credit Corporation
1406 S-1	10-5-56	Mailing Information Abroad
1406	9-21-56	Mailing Information Abroad
1405 R	8-26-63	Board of Directors, Federal Crop Insurance Corporation

Number	Date	Subject
1396	4-10-56	National Inventory of Soil and Water Conservation Needs
1379 S-1 R	8-13-62	Department of Agriculture Employee Awards Committee
1373 R	5-31-62	Committee on Plant Nomenclature
1367 R	10-6-60	Designation of Officials to Certify Reports on Appropriations and Funds Required under Section 1311 of Public Law 663, Approved August 26, 1954
1365 R	8-29-63	Responsibilities for Relationships Between the Department of Agriculture and the Food and Agriculture Organization
1361 R	10-20-61	Organization Under the Surplus Disposal Law
1361 S-1 R-1	4-18-56	Operations Under the Agricultural Trade Development and Assistance Act of 1954
1354	4-20-54	Defense Manpower Policy 4, Revised - Placement of Procurement and Facilities in Areas of Current or Imminent Labor Surplus
1353	4-13-54	Cooperation in Foreign Economic and Technical Assistance Programs
1347 R	1-30-62	Responsibility for Coordination of Aerial Photographic Work of the Department
1331 S-5	12-20-55	Designation of "Repoint" (Relocation Site) Records Security Officer
1299 R	8-22-63	Department Nutrition Committee
1287 R	7-11-58	Committee on Rural Sanitary Engineering

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

12/9/64

SECRETARY'S MEMORANDUM NO. 1564

Implementation of Public Law 88-482 (Meat Imports)

1. GENERAL. Section 2 of Public Law 88-482 approved August 22, 1964, provides for the establishment by Presidential Proclamation of import quotas on certain meats under specified conditions. The Act assigns to the Secretary of Agriculture responsibility for the maintenance and publication of information on domestic commercial production and imports of these meats, the allocation of quotas among supplying countries, and the issuance of regulations to prevent circumvention of the Act.

2. DELEGATION OF FUNCTIONS. The Foreign Agricultural Service is assigned (1 A R 160), among other things, the following functions:

> "b. Administration of section 22 of the Agricultural Adjustment Act (of 1933), as amended (7 U.S.C. 624), and export and import controls, except those under section 8(e) of said Agricultural Adjustment Act (of 1933), as added August 28, 1954, and amended (7 U.S.C. 608e - 1)."

This assignment includes the functions of the Secretary of Agriculture under section (2) of Public Law 88-482. For the Administrator of the Foreign Agricultural Service to discharge effectively these responsibilities also requires the cooperation of other agencies within the Department of Agriculture. Accordingly, the following responsibilities are assigned:

(a) To the Economic Research Service - responsibility for the data required by section 2 of P.L. 88-482 with respect to domestic commercial production of the specified meats, including the forward estimates of annual production, and the maintenance of offical trade statistics on imports of such meats. The historical information on domestic commercial production and on imports shall be forwarded to the Administrator, Foreign Agricultural Service, as available, on a monthly basis. The forward estimates of domestic commercial production shall be made available to the Administrator, Foreign Agricultural Service, on or before December 1.

FOREIGN RELATIONS 3-2

(b) To the Foreign Agricultural Service - the responsibility for (1) preparing in form for publication and transmitting to the Secretary of Agriculture before the first day of each calendar quarter an estimate of the aggregate quantity of the specified meats which would be imported in the calendar year but for section 2 of P.L. 88-482; (2) preparing in form for publication and transmitting to the Secretary of Agriculture before the beginning of each calendar year the adjusted base quota computed in accordance with section 2 of P.L. 88-482; (3) preparing in form for publication and transmitting to the Secretary of Agriculture a form of proclamation for use in imposing or suspending quotas when such action is required under section 2 of P.L. 88-482; (4) preparing in form for publication and transmitting to the Secretary of Agriculture country allocations as required by section 2 of P.L. 88-482 and preparing and transmitting to the Secretary of Agriculture the certification of such allocations to the Secretary of Treasury; (5) preparing, in cooperation with Economic Research Service, and transmitting to the Secretary of Agriculture an analysis of the factors pursuant to which action may be taken under sub-section (d) of section 2 of P.L. 88-482 to suspend a proclamation or to increase the total quantity proclaimed, and (6) preparing and transmitting to the Secretary of Agriculture for issuance such regulations as are deemed necessary to prevent circumvention of any established quotas.

Orville L. Freeman
SECRETARY

(b) To the Foreign Agricultural Service - the responsibility for (1) preparing in form for publication and transmitting to the Secretary of Agriculture before the first day of each calendar quarter an estimate of the aggregate quantity of the specified goods which would be imported in the calendar year next for purposes of section 2 of P.L. 89-183; (2) preparing in form for publication and transmitting to the Secretary of Agriculture before the beginning of each calendar year the adjusted base quota computed in accordance with section 2 of P.L. 89-183; (3) preparing in form for publication and transmitting to the Secretary of Agriculture a form of proclamation for use in imposing or suspending quotas when such action is required under section 2 of P.L. 89-183; (4) preparing in form for publication and transmitting to the Secretary of Agriculture countervailing duty notice as required by section 2 of P.L. 89-183 and preparing and transmitting to the Secretary of Agriculture the certification of such allocations by the Secretary of Treasury; (5) preparing, in cooperation with the Foreign Agricultural Service, and transmitting to the Secretary of Agriculture an analysis of the factors pursuant to which action may be taken under sub-section (d) of section 2 of P.L. 89-183 to suspend a proclamation or to increase the total quantity proclaimed, and (6) preparing and transmitting to the Secretary of Agriculture for in cases such regulations as are deemed necessary to prevent circumvention of any established quotas.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN AGRICULTURAL SERVICE
WASHINGTON, D.C. 20250

DEC 4 1964

MEMORANDUM

TO: The Secretary

FROM: Raymond A. Ioanes
Administrator

SUBJECT: Proposed Secretary's Memorandum on P.L. 88-482 (Meat Imports)

Submitted herewith, for your signature, is the proposed subject memorandum. The document outlines your responsibilities under the Act. For guidance within the Department it also delegates certain functions to ERS and FAS to assist you in the discharge of your responsibilities.

A statement summarizing the delegation of these functions is being prepared for publication in the Federal Register.

Attachment

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 23, 1964

SECRETARY'S MEMORANDUM NO. 1565

U.S.D.A. Policy on Pesticides

One of the most important responsibilities of the Department of Agriculture is to develop and facilitate the use of methods and materials for the control of pests. The Department's research, education and regulatory programs are expected to make continuing progress in the never-ending struggle to protect man, his food and fiber supplies, and his forests from the ravages of pests. Such protection is essential if the American people are to continue to enjoy their present high standard of living, and if this abundance of quality food and relative freedom from the hazards of pests is to be enjoyed by all mankind.

In protecting man, animals, plants, farm and forest products, communities and households against depredation of pests, the Department has vital concern for (1) the health and well-being of people who use pesticides and those who use products protected by their use; and (2) for the protection of fish, wildlife, soil, air and water from pesticide pollution.

In keeping with this concern, it is the policy of the Department of Agriculture to practice and to encourage the use of those means of effective pest control which provide the least potential hazard to man and animals. When residual pesticides must be used to control or eliminate pests, they shall be used in minimal effective amounts, applied precisely to the infested area and at minimal effective frequency. Biological, ecological or cultural methods or non-persistent and low toxicity pesticides will be used whenever such means are feasible and will safely and effectively control or eliminate target pests.

In carrying out these objectives, the Department will cooperate in the fullest with the other agencies and departments of Government, and will seek to develop broad areas of collaboration in establishing the criteria to guide the use and development of pest control materials.

Further, the USDA will urge that all users of pesticides exercise constant vigilance to assure the protection of human health by avoiding unnecessary exposure of crops, livestock, fish and wildlife.

The Department commends this policy to states and local authorities as a guide in their respective jurisdictions.

Orville L. Freeman
SECRETARY

INSECTICIDES

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

December 23, 1964

SECRETARY'S MEMORANDUM No. 1548

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Orville L. Freeman

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

December 29 1964

SECRETARY'S MEMORANDUM NO. 1566

USDA Regulations on Non-Discrimination in Federally Assisted Programs

1. PURPOSE. The Department has issued its regulations giving effect to the Civil Rights Act of 1964. The regulations have been approved by President Johnson and will become effective on January 3, 1965.

The Department's regulations, expressing the intent of the Act, state:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Agriculture or any agency thereof."

I want you always to keep this objective in mind. We will not vary from this goal.

Everything else in the regulations only provides ground rules for applying the objective to our programs. Agency policies and procedures will be designed to carry out the full intent of the Act.

2. APPLICABILITY OF THE REGULATIONS. The regulations apply generally only to those who receive Federal financial assistance to provide services and benefits to others. These recipients are necessary "middle men" in many of our programs. They include individuals, as well as State and local governments, public and private organizations and their agents.

The regulations apply not only to programs that are financed with Federal funds. They also apply to activities financed with non-Federal funds when they are part of the plan for Federal assistance.

The regulations apply only to assistance made available on or after the effective date. They are not retroactive.

CIVIL RIGHTS

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

December 29 1964

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The regulations apply only to assistance made available on or after the effective date. They are not retroactive.

The regulations do not apply to users of the benefits provided by Federal assistance. The regulations call these persons "ultimate beneficiaries", because the benefit or service is used by, and ends with, them.

The regulations do not apply to assistance granted for insurance programs - such as crop insurance. Nor do they apply to contracts that we guarantee - such as private farm loans. And they apply to employment practices only where the purpose of the assistance is to provide employment.

3. WHAT FEDERAL FINANCIAL ASSISTANCE MEANS. In the regulations, Federal financial assistance means the grant or loan of Federal funds. It means the use, lease, sale or donation of any Federal property. It means the use of any Federally financed service or facility. It doesn't matter whether these are furnished directly or are financed by the Department. In fact, assistance includes all benefits or service provided under a Federally financed program unless the regulations exempt them.

4. WHAT IS DISCRIMINATION? The regulations describe discrimination as the unequal treatment of persons because of race, color, or national origin. This unequal treatment may be in the quality or the timing of assistance, in the manner or method used to provide a benefit, or in the fees charged for a benefit. It also may be the denial of the right to take part in a program or the way a person can use a Federally financed facility or service.

   Anyone who receives USDA assistance has discriminated if, on the basis of race, color, or national origin, he:

   a. Denies a person any service or benefit provided under the program.

   b. Provides a person assistance or benefit that is different or is provided in a different manner, from that provided others.

   c. Subjects a person to segregation or separate treatment.

   d. Restricts a person in any way from taking part in or enjoying any benefit of a program that is enjoyed by others.

5. KINDS OF ACTIVITIES IN WHICH DISCRIMINATION IS PROHIBITED. The regulations list a number of Federally financed activities of this Department in which discrimination is potential - and prohibited. Following is a partial list.

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a. Federal Extension Service - Discrimination in training information, and demonstration services, including group activities and use of facilities.

b. Rural Electrification Administration - Discrimination in furnishing rural electric or telephone service.

c. Agricultural Marketing Service - Discrimination in surplus food, school lunch, or food stamp programs.

d. Agricultural Stabilization and Conservation Service - Discrimination in price support programs carried out through associations or cooperatives.

e. Forest Service - Discrimination in the use of land or its resources, and in the distribution of Federal payments and the benefits of research.

f. Farmers Home Administration - Discrimination in the use of association services and facilities, and rental housing for senior citizens.

g. Cooperative State Research Programs - Discrimination in the release of information or use of facilities, and in employment of graduate students to conduct research.

6. RECIPIENTS' ASSURANCE OF COMPLIANCE. Applicants for assistance must assure in writing that they will comply with the regulations. If the assistance is to provide:

a. Real Property or Structures - The assurance must be for its useful life, as long as it is used for the purpose of the assistance.

b. Personal Property - The assurance must be for as long as the recipient retains ownership or possession.

c. Any Other Purpose - The assurance must be for as long as assistance is to be given.

7. COMPLIANCE. Agencies have a major role in making these regulations work. They are expected to help recipients comply with them. In every case, agencies will try to get voluntary compliance.

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Recipients must maintain records and submit reports showing compliance. They must permit access to their compliance records. And they must tell participants how the regulations and the law protect them against discrimination.

8. COMPLAINTS. The regulations assure fair and prompt handling of all complaints of alleged discrimination. They protect from intimidation or retaliation those who take part in making or investigating a complaint. Generally the regulations provide:

   a. That complaints are to be submitted to the Secretary of Agriculture (or to the head of an agency) within 90 days of the alleged discrimination.

   b. That the Inspector General will investigate each complaint.

   c. That if the investigation indicates a recipient has not complied with the regulation, every effort will be made to help him comply voluntarily.

   d. That if this action fails, assistance may be stopped, or other action taken, after

      (1) There has been a formal hearing of the complaint before a Departmental Hearing Officer, and

      (2) The Secretary has reviewed and made final decision on the recommendations of the Hearing Officer.

   e. That denial of Federal financial assistance resulting from hearings is subject to judicial review.

   f. That no order to deny assistance will take effect until 30 days after the appropriate Committees of Congress have been informed of the intended action.

9. CONCLUSION. Our regulations on non-discrimination are a careful reflection of the Civil Rights Act, itself. Every provision is designed to meet our obligation to fully comply with the Act. Nothing in this memorandum is intended to alter the meaning of the regulations, but merely to help understand them. Questions will have to be resolved on the basis of the exact wording of the regulations, themselves.

Orville L. Freeman
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